



Keywords

Spring 2009

<http://oregoncis.uoregon.edu>

Get ready for **CIS Jr** this Fall!

CIS Jr will be released to middle schools this fall. Thirty-eight middle schools have been piloting CIS Jr this year. The most common question we have been asked is whether or not the student work in CIS Jr will transfer to high school. The answer is “yes!” The students’ personalized portfolios can transfer to any high school using CIS. Below are comments from the pilot schools and our responses. If you would like a preview of the program, please contact us.

**“This was a great idea!!!
It is nice to have a place
to start career planning
for middle school
students that is not
overwhelming.”**

It has been great, much more user friendly for lower grades... Everything was easy to navigate for the student... The language is more understandable.

—CIS Jr is a simplified version of CIS. CIS Jr is written for a 5th grade reading level and the descriptions of occupations and schools are simplified.

Several students wanted to see the college information. A simple toggle to

the high school version led them to the answers they were looking for.

—Some middle school students may want to read full descriptions of schools and occupations or experience a high school assessment. In CIS Jr, a link to standard CIS at a district high school is included. Students may toggle back and forth and save things to their portfolio on both versions of CIS.

My students really got a lot out of the cluster inventory and I had them write reflections about what they agreed or did not agree with or if they were surprised by the results.

—Assessments help people learn about themselves. The Career Cluster Inventory in CIS Jr uses examples relevant to middle school students, links those activities to high school courses, and generates a list of occupation clusters for students to explore.

It [CIS Jr] helped them focus on High School and understand the need for “smart” choices even as a Freshman.

—CIS Jr was built for the career development needs of middle school student, including the transition to high school. Students plan for high school activities and classes to prepare them for their education, training, and career goals. A six-year high school course planner is in each student’s portfolio, and the CIS Site Administrator can upload a list of courses from a high school in their district for students to choose from.

I really like the Job Shadow Packet. Our eighth graders will conduct a job shadow this spring and this fits perfectly.

—Simplified curriculum used to document the Oregon diploma’s personalized learning requirements are included in CIS Jr. The worksheets are writable PDFs,

**What’s
new in
CIS for
Fall 2009**



Reality Check –

- new look and improved programming
- integrated into CIS
- in Spanish

Resumes –

- new styles
- user control of content and order
- spell check
- save in portfolio

Financial Aid FAQs –

- new, more understandable structure
- new “Paying for School” content

Spanish –

- Reality Check in the fall
- Occupations “At A Glance”, Interest Profiler, Work Importance Locator, and Occupation Sort in the winter

Administration Tools –

- new group reports by portfolio component
- report options specific to component
- Excel and PDF output
- reports printed by group and by individual portfolio

Peterson’s Practice Test Packages –

- reports on individual student use of specific practice tests



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CIS Board honors three leaders with 2009 award recognition

Debbie Kearns

Les Adkins Award

Debbie Kearns, School to Work Coordinator at Dayton High School received the 2009 Les Adkins Award for Career Guidance Excellence. This award recognizes excellence in career development practices. As the part-time School-to-Work Coordinator, Debbie works with high school students and middle and high school teachers to organize, guide, and complete a variety of career-related activities. To help teachers integrate career planning into their classrooms, she developed a CIS training manual for all high school and middle school staff and a curriculum that uses most elements of CIS for a junior-level class.

Debbie is also responsible for preparing students for job shadows, arranging about 75 internships each year, creating school-based business ventures, and planning an annual job fair. In addition to facilitating district-wide use of CIS for educational planning, she has been instrumental in securing funding for several career and technical programs. She is the staff contact for special programs, such as ASPIRE, and the BizConnect WIRED project in Yamhill County that connects businesses with students and schools with businesses.

Heidi Edwards

Nancy Hargis Award

Heidi Edwards, Retention Coordinator at Portland Community College, was selected for the 2009 Nancy Hargis Award for Leadership in Career Development. This award recognizes people in the fields of education and workforce development whose contributions are making a difference in the career decision-making and preparation of Oregonians. Heidi was selected in recognition of her creativity, commitment, leadership, and collaboration in developing models for career planning and student retention and for the integration of CIS in that work. She was the team leader for a federal grant project that included the development of PCC's customized version of the CIS online program. This unique version includes a college-designed planning component called MAP (My Academic Plan). Through MAP, a student can plan their career direction from the moment they begin PCC classes rather than wait until they have completed their degree. Students and staff have had an overwhelming positive response to MAP as a rich and interactive planning tool. Through Heidi's efforts, CIS and career planning have become institutionalized at PCC, with MAP and the PCC project serving as a model for other Oregon community colleges.

Cheryl Bower

Shannon deLateur Award

Cheryl Bower, retiring principal of Sprague High School in the Salem-Keizer School District, is the 2009 recipient of the Shannon DeLateur Award for Career Achievement. This award recognizes Cheryl's numerous contributions to the career development of Oregon youth during her career and for support of CIS in that work.

Bower's accomplishments involving CIS include two major highlights. Prior to coming to Sprague HS, she was principal of Lord High School at MacLaren Youth Correctional Facility. Because of restrictions on the use of the Internet within MacLaren, she envisioned an Intranet version for incarcerated youth. Her idea fostered a special version of CIS that allows these youth to use CIS and build their personal career portfolios that are portable when they leave the institution. Later this product was modified for use at Oregon adult correctional institutions as well.

Since at Sprague HS, Cheryl has overseen the implementation of a restructured learning community that embeds career and educational planning as a key element. To realize this vision, the school implemented advisory periods in order to give students an optimum environment to learn, build relationships, and help foster their vision of meeting graduation requirements. CIS became an important tool in the Advisory Period activities. The entire district now uses CIS as an integral part of developing the Personal Education Plan-Profile for all Salem-Keizer students and will begin a project to customize CIS this summer.



OCDA recognizes two achievers

Two other career development professionals were recognized in March. The Oregon Career Development Association (OCDA) presented the 2009 Esther Matthews Award to Chuck Zimchek, Counselor at Taft High School in Lincoln City. Chuck has been with the Lincoln County School District for over twenty years. He is recognized as an ardent advocate of preparing students to become the best they can be in all of their life roles.

The 2009 Emerging Leader Award recipient is Janet Sipe, Job Placement Specialist in the Job Placement office at Chemeketa Community College. Janet is considered innovative, creative, and willing to assist not only students but other departments at Chemeketa and in the community. She is dedicated to the betterment of her college and professional organizations.

Oregon CIS offers its sincere congratulations to both of these award winners.

Ready for CIS Jr *continued*



so students have the option of completing the activities online and saving them to their computer or the school's server.

We try to open with fun activities and liked the Bobilator, Vulkan Space Settlers, and Occupation scavenger hunt. We have also worked on creating resumes in JR.

—CIS Jr has two full sets of curriculum activities for teachers to use. The portfolio includes a place for students to record their activities and achievements. This information can be used to generate a resume.

The training and materials you sent were great.

—A teacher's manual can be downloaded directly from the site. The manual includes an overview of every tool in CIS Jr and the curriculum activities available (including the time required, student outcomes, and middle school documentation for the Oregon diploma's personalized learning requirements).



Time for spring cleaning

Are cobwebs accumulating in your **Administration Tools**? Now that summer is fast approaching, it's a great time for your CIS Site Coordinator to cleanup your site's account. Here are some areas you may want to cleanup as your school or program year comes to a close:

Staff accounts: Do all of the staff who need accounts have them? Are there any old or duplicate accounts?

Groups: Do you need to change your groups? Do you want to change the assignments to those groups?

Individual portfolios: Does anyone have a duplicate portfolio? Do you want to move your eighth graders to the high school? Do you want to hide your graduates or people leaving the program?

New training options are “just in time”

Just-in-time training is training that is available when you need it, and Oregon CIS is pleased to introduce this new format to CIS sites this fall. It will eliminate your need to travel to a training site and pay for substitutes – reducing your overall costs while providing you the information you need “just in time.” You will be able to attend CIS trainings online from your home, your office, or anywhere you have an Internet connection.



We will offer three types of trainings “just in time” this fall:

1. “CIS Basics” Tutorials

You will be able to instantly refresh your knowledge or learn the basics of CIS using online tutorials. This fall, the tutorials will cover navigation, using information files, and using the personalized portfolio.

2. “What's New” Web Conferences

A web conference links together a group of participants in different locations online. Participants view the training content on their personal computers while interacting with the trainer and other participants over the telephone. CIS has successfully been using this online training format for two years. The first web conferences in the fall will cover the CIS enhancements. A schedule of these web conferences will be posted on our website in August; you will need to register for the one you want to attend in advance.

3. On-demand Online Sessions

Additional online trainings will be planned during the year, based upon topics requested by our sites.

In addition to the just-in-time training, we will provide monthly hands-on complimentary training at the Knight Library on the University of Oregon campus. We will also continue to offer on-site customized trainings for schools, districts, and agencies for a minimal fee.

Providing you the support you need as you work with your clients and students is a priority for CIS. Look for online training topics, dates, support materials, and registration details on our website in August. If you have any questions about the just-in-time trainings, please feel free to contact us via e-mail at rlee@orcis.uoregon.edu or call us at 800.495.1266.



Military JumpStart ready for vets

Oregon CIS will provide 30 days of free access to CIS to returning Oregon military personnel. They can explore the career and educational planning information in CIS at no charge, with no obligation. A simple registration process is required and access will be set up within one week of registration. We will send them a reminder when their CIS access is about to expire. If participants are interested in continuing to use CIS, they can purchase a 90-day subscription of the Personal Edition of CIS.

Contact Romella Lee for more information or assistance in registering for Military JumpStart: rlee@oregoncis.uoregon.edu or at 800.495.1266 x4. Military JumpStart information and registration can be found at: <http://oregoncis.uoregon.edu>

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Oregon CIS 2009 final workshop

June 16, 10 a.m. - 3:00 p.m.

**U of O Knight Library
Eugene, Oregon**

Agenda for the Educator:

- My CRLE Planner Update
- Navigation • My Plan Component



This is the final Knight Library workshop until next fall. Registration is open to CIS licensed sites and available online. For workshop details and registration, visit our website at <http://oregoncis.uoregon.edu/> and choose the Workshops tab, then select Knight Library Workshops from the drop-down menu. For those who have already registered, note that this workshop is relocated to the Proctor 41 Classroom.

Is CIS in your budget?

Do you need 2009-2010 fee information for your site? User Services staff sent individualized fee worksheets to currently licensed schools, agencies, and organizations. If you haven't received a fee worksheet and would like this information, please contact us at 800.495.1266, 541.346.3872, or e-mail michaelr@orcis.uoregon.edu. All fee quotes will be sent directly to you upon your request.

Keywords going online

Subscribe to newsletter e-mail list

Starting in September, Oregon CIS will deliver this **Keywords** newsletter to you by e-mail. We are all using technology more extensively in our work and as the costs of mailing our newsletter escalates, we believe we will be able to communicate with the Oregon CIS network more effectively and efficiently by making this transition.

To that end, we are interested in making sure we have the e-mail addresses of our current readers and would need your help. To continue receiving the newsletter, simply register on our website at: <http://oregoncis.uoregon.edu/newslst>

Give us your thoughts

Opinions matter and we'd like yours! An online survey about CIS products and services is now available. Your suggestions help us plan for workshops and developments during 2009-2010. If you are a staff member at a licensed site and use CIS with your students or clients, we would like to hear from you. Log into CIS for Internet, click on Site Resources, and then the link to the 2009 Service Survey. The survey continues through June.

Welcome to CIS!

Oregon CIS would like to welcome aboard our newest site, Oregon Department of Administrative Services, Recruitment and Career Services.

