

# Coaching 101: Supporting Your Players

(Enhanced Student Support  
& Connection to Career)

July 22, 2025



# What We'll Cover

- ❖ Timeline Review
- ❖ Integrating MyCAP into Early College
- ❖ Connection to Career
- ❖ Enhanced Student Supports
- ❖ Resources
- ❖ Upcoming Sessions and Office Hours



# Official Designation Documents

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Massachusetts Department of Elementary and Secondary Education  
Massachusetts Department of Higher Education



MASSACHUSETTS  
Department of Elementary  
and Secondary Education

MASSACHUSETTS  
Department of  
Higher Education

## Early College Program Designation Application Companion

Updated Spring 2023

Massachusetts Department of Higher Education  
Massachusetts Department of Elementary and Secondary Education



Early College Program Designation Process and Criteria  
6.15.2017

# Designation Timeline

# Timeline Review



## Have you:

- ❖ ... drafted answers to most questions with some of the easier ones already in final form?
- ❖ ... developed draft versions of the 7-8 required documents?
- ❖ ... held meetings with those involved in scheduling, working to make necessary adjustments to your daily schedule?

# Integrating MyCAP in Early College

# Question 1D (Guided Academic Pathways)

## MyCAP

Please describe, **by grade level**, the **proposed** MyCAP plan that will be incorporated to track the social emotional, academic, and career development of individual Early College participants.



Please refer to the Designation Criteria Companion Document for guidance regarding MyCAP.

(See page 14)

Textbox provided.



# MyCAP Scope and Sequence

Massachusetts CCR/MyCAP Professional Development Series

Scope and Sequence Competencies

## College and Career Readiness & MyCAP – 12th Grade

Domain	CCA PROGRAM		MyCAP
	What a Student Should Know, Understand and Be Able to Do in 12 <sup>th</sup> Grade  NOTE: Statements below are adapted from CDE benchmarks, SEL competencies, and/or ASCA Mindsets & Behaviors.	Implementation Strategies and Activities  NOTE: Some of the strategies and activities presented here will benefit from the support of external partners, e.g., institutions of higher education, employers, and the state's Connecting Activities intermediary system.	MyCAP Process and Documentation  NOTE: Journal entries refer to reflections recorded in the journal section of the online platform; if your platform does NOT have this feature, students should complete reflections in Word or Google Docs and upload to their platform account.
Personal Social	<ul style="list-style-type: none"> <li>Students will demonstrate personal responsibility</li> <li>Students will demonstrate the ability to communicate and listen effectively in academic and work-related settings.</li> <li>Students will demonstrate self-advocacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Have students conduct a credit review and identify exactly what they need to do to be eligible to graduate on time</li> <li>Have students write and present a personal statement [make connections to college essay, cover letters]</li> <li>Have other students use a rubric to provide feedback after presentations</li> <li>Teach students the process for requesting transcripts, letters of recommendation, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry summarizing credit review</li> <li>Upload/link to college essay and/or cover letter</li> <li>Upload/link to letters of recommendation</li> <li>Update extracurricular activities, awards, honors, etc.</li> </ul>
Career Development Education	<ul style="list-style-type: none"> <li>Student will demonstrate knowledge of key employability skills, and of the relationship between careers and required post-secondary education</li> </ul>	<ul style="list-style-type: none"> <li>Immersive work-based learning experience or capstone project that demonstrates learning</li> <li>Revisit career interests based on more recent experiences and document any changes.</li> </ul>	<ul style="list-style-type: none"> <li>In connection with immersive experience, completion of MA Work-Based Learning Plan</li> <li>Upload reflection on work experience including identification of key employability skills</li> <li>Upload supervisor's evaluation and letters of reference</li> </ul>
Academic College and Career Planning	<ul style="list-style-type: none"> <li>Students will demonstrate the ability to navigate and use a variety of technology tools in order to select their career and college options</li> <li>Students will complete the application process for their postsecondary choice[s]</li> <li>Students will demonstrate an understanding of FASFA, have access to it, and complete it with other financial aid applications related to their individual post-secondary goals</li> </ul>	<ul style="list-style-type: none"> <li>Have students create a list of safety, reach and fit schools, OR a list of possible employers, OR a different postsecondary option with a rationale for whatever their choices are.</li> <li>Have students complete a senior post-secondary timeline</li> <li>Provide a variety of workshops for students to be taught the specific information relative to their post-secondary choice[s] [e.g., <i>Common App</i>, <i>FASFA</i>, <i>military</i>, <i>job corps</i>, <i>community college</i>,</li> </ul>	<p>By Sept 15:</p> <ul style="list-style-type: none"> <li>Journal entry with preliminary post-secondary plan [lists] and rationale</li> <li>Upload/link to their personalized senior timeline</li> </ul> <p>Ongoing:</p> <ul style="list-style-type: none"> <li>Complete and track applications using online platform [if that feature is available] OR on a spreadsheet that is uploaded or linked to their online account.</li> </ul>

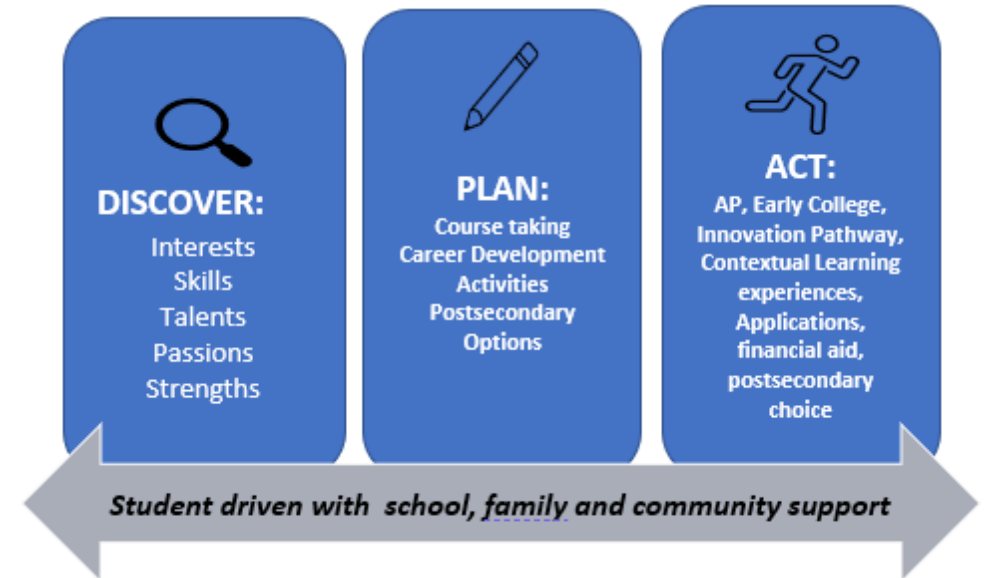
Taken from the MyCAP  
High School Scope  
Sequence

<https://www.doe.mass.edu/ccte/sec-design/mycap/default.html>



# MyCAP Training Info

- Check to see if MyCAP training is happening in your school.
- For anyone who has not attended a training, there is a 3- workshop series that is strongly recommended for your EC team.
- Contact [Lisa Harney](#), DESE, for more information.



<https://www.doe.mass.edu/ccte/sec-design/mycap/default.html>

# Connection to Career

## Question 1 (Connection to Career)

# College and Career Counseling

Outline the college and career counseling plan for Early College students, incorporating early career development and career and postsecondary education exploration. This **preliminary** plan should be grounded in employability skills and labor market information.



Please refer to the Designation Criteria Companion Document for additional guidance regarding MyCAP and college and career counseling. (See pages 14 and 20)

Textbox provided.

# Enhanced Student Supports

# Enhanced Student Supports

Designated programs should incorporate sufficient wraparound services to promote academic success and completion, taking into consideration the needs of diverse populations of students.



Question Focus	Answer Format
1. Academic and Nonacademic Challenges	Textbox
2. Plan for Supports	<b>Required</b> Upload
3. Support Staff	Textboxes & Two <b>Required</b> Uploads



## Question 1 (Enhanced Student Support)

Identify the academic and nonacademic challenges that may arise for students in the proposed Early College.

Textbox provided.



## Question 2 (Enhanced Student Support)

# Plan for Supports

Upload an **outline** of supports for academic, nonacademic, and career development for students. For each support outlined, indicate which partner will provide the support, to whom it would be provided (i.e., Early College cohort, sub-group of students at school, or whole school population), and when and where it would take place.

Please refer to the Designation Criteria Companion Document for additional guidance regarding student supports. (See page 18)

**Required** upload (no textbox). ([template and samples available](#))

## Question 2 (Enhanced Student Support)

### Components to Integrate

- ❖ Academic supports such as tutoring, counseling/advising and activities; should be differentiated in design to meet the needs of students participating in the programming and incorporate strategies; should identify how supports are integrated in the program
- ❖ Must specifically address intentional differentiated supports for Learners, students with disabilities as needed, as well as additional supports for students historically underrepresented in higher education to address potential inequities in access
- ❖ Should be integrated between secondary and post-secondary partners to offer Early College students seamless support

Tip:  
Read what is required  
for Part B to help  
inform your Part A  
application!

(Taken from page 18 of Companion Document)

# Plan for Supports – Template (not required)

Outline of Supports for Academic, Nonacademic, and Career Development for Students –  
TEMPLATE

Type of Support/Description	Support Provided by Which Partner?	Who is Service For?	When and Where Does Support Take Place?
Example: College peer mentoring	Example: Community College	Example: Cohorts of EC students in 11 <sup>th</sup> and 12 <sup>th</sup> grade	Example: During advisory Friday afternoons

Screenshot of template provided

Tip:  
Making support “available” is not enough. Support must be provided and built into the schedule.

Examining Sample B

# Question 3 (Enhanced Student Support)

## Support Staff

Provide the contact information and current role for the individual(s) responsible for coordinating student supports at each partnering institution. If the role requires staff to be hired, please name that here, and upload a proposed job description below.

- ❖ Textboxes for K-12 Contact Name/Email and IHE Contact Name/Email. ✓ ☐
- ❖ Two **required uploads:** ✓ ☐
  1. a job description for the K-12 support staff; and
  2. a job description for the IHE support staff

([Sample job descriptions are available.](#))





# Questions?

# Session Resources and Upcoming Events

# Resources

- ❖ [Companion Document](#)
- ❖ [2017 ECJC Designation Criteria Document](#)
- ❖ [Early College Resource Site: Designation Applicants' Landing Page](#)
  - ❖ [Templates and Sample Artifacts](#)
- ❖ [MyCAP Webpage](#)
  - ❖ (CCR/MyCAP High School Scope and Sequence available – automatic download in most browsers)
  - ❖ Email [Lisa Harney, DESE](#), should you have questions about MyCAP training.



# Upcoming Dates and Events

- ❖ **August 12 – 9:00 a.m. – “Winning Team Managers: Effective Partnerships”** – The fourth in a five-part series will focus on the Effective Partnerships section of the Part A application. Special guests from Worcester Public Schools, Quinsigamond Community College, and Worcester State University will join us to share tips and strategies related to building and maintaining strong partnerships. To learn more and register, click [HERE](#).
- ❖ **P2C Office Hours** are held on Wednesdays from 2:00-3:00 p.m. and Thursdays from 9:00-10:00 a.m. Click [HERE](#) to reserve a 15-minute time slot.
- ❖ **DESE's Office of Early College** is available to assist applicants throughout the designation process. To schedule a dedicated time slot with Danielle Wheeler, Director of Early College programs, click [HERE](#).



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**THANK YOU!**



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