

Workplace Learning Engagement Checklist (Year at a Glance)

The true innovation of the P-TECH Model is its comprehensive focus on careers. Industry representatives are integral partners in the development of P-TECH schools. Their involvement helps students understand how their coursework, field experiences, and the “real world” expectations of the workplace are connected. These connections serve as a motivator and support mechanism that lead to greater student success.

Guest Speaker Series ●



- 100% of 9th grade students have participated in at least 1 Guest Speaker event. (semester 1)
- 100% of 9th grade students have participated in at least 1 Guest Speaker event. (semester 2)
- 100% of 10th grade students have participated in at least 1 Guest Speaker event. (semester 1)
- 100% of 10th grade students have participated in at least 1 Guest Speaker event. (semester 2)

Workplace Tours ● ●



- 100% of 9th grade students have completed at least 1 Tour Activity. (per school year)
- 100% of 10th grade students have completed at least 1 Tour Activity. (per school year)

Workplace Challenges/ Student Projects ●

- 100% of 10th grade students have completed in at least 1 "work-based project or challenge" for the year.
- 100% of 11th grade students have completed in at least 1 "work-based project or challenge" for the year.



Mentorship ● ● ●

- 100% of 9th grade students have been granted the opportunity to participate in at least 1 mentoring workshop this year.
- 100% of 10th grade students have participated in at least 1 large group mentoring session this year.
- 100% of 11th grade students must participate in at least 1 small group mentoring session per year.
- 100% of 12th grade students must participate in: 2 small group mentoring sessions per year or Meet with a career mentor one-on-one for 1 hour at least once per semester.

Job Shadowing ● ●

- Optional: 10th grade students have participated in at least 1 Job Shadowing Experience this year.
- 100% of 11th grade students have participated in at least 1 Job Shadowing Experience. (semester 1)
- 100% of 11th grade students have participated in at least 1 Job Shadowing Experience. (semester 2)
- 100% of 12th grade students have participated in at least 1 Job Shadowing Experience. (semester 1)
- 100% of 12th grade students have participated in at least 1 Job Shadowing Experience. (semester 2)

Workplace Learning Sequencing

- Year 1: Exposure, Discovery, Self-Assessment and Goal Setting
- Year 2: Exploration of Options
- Year 3: Developing Skills

Individual Student Career Development Outcomes



The true innovation of the P-TECH Model is its comprehensive focus on careers. Industry representatives are integral partners in the development of P-TECH schools. Their involvement helps students understand how their coursework, field experiences, and the “real world” expectations of the workplace are connected. These connections serve as a motivator and support mechanism that lead to greater student success.



Student Assessments ● ● ● ●

- 100% of 9th grade students will complete 1 required assessment each year.
- 100% of 10th grade students will complete 1 required assessment each year.
- 100% of 11th grade students will complete 1 required assessment each year.
- 100% of 12th grade students will complete 1 required assessment each year.

Professional Portfolio & Job Preparation ● ● ● ●

- 100% of 9th grade students will complete:**
Goal Setting Exercise, WPL Checklist, Writing Sample- 1st Draft of Cover Letter, 1st Draft of Resume, Dream Job research project
- 100% of 10th grade students will complete:**
1 Mock interview, Develop an Individual Career Plan, Writing Sample - 2nd Draft of Cover Letter, 2nd Draft of Resume, Professional Photo, Labor Market Research Project
- 100% of 11th grade students will complete:**
2 Mock interview, Updated Individual Career Plan, Writing Sample - 3rd Draft of Cover Letter, 3rd Draft of Resume, Internship Prep Boot Camp (Semester 1)
- 100% of 12th grade students will complete:**
3 Mock interview, Final Individual Career Plan, Final Cover Letter, Final Resume, Professional Photo, LinkedIn Profile, Career Ready Boot Camp (Semester 1)



Digital Badges ● ● ● ●

- 9th grade – Mindfulness
- 10th grade – Professional Skills
- 11th grade – Design Thinking Job Preparation
- 12th grade – Artificial Intelligence Job Preparation

Platform: IBM Open P-TECH

Skills ● ● ● ●

- 9th grade –**
Oral/Written Communication, Teamwork/Collaboration, Motivation, Self-Management, Digital Technology
- 10th grade –**
Oral/Written Communication, Teamwork/Collaboration, Analytical Thinking, Curiosity, Critical Thinking/Problem Solving, Digital Technology
- 11th grade –**
Oral/Written Communication, Leadership & Responsibility, Professionalism/Work Ethic, Career Management, Global/Intercultural Fluency, Critical Thinking/Problem Solving, Digital Technology
- 12th grade –**
Oral/Written Communication, Leadership & Responsibility, Professionalism/Work Ethic, Career Management, Global/Intercultural Fluency, Digital Technology

Sources: IBM P-TECH Workplace Skills and NACE Career Competencies

Certificates/Certifications ● ● ● ●

Note: Refer to the Dallas ISD Certification Guidelines and Action Plan for details on the requirements for certificates.

- 100% of 9th grade students will learn and test for:**
*Learn Intro to Excel
MOS Outlook Associate
MOS Word Associate*
- 100% of 10th grade students will learn and test for:**
*MOS Word Associate
MOS Excel Associate
MOS PowerPoint Associate (Optional)*
- 100% of 11th grade students will learn and test for:**
*MOS Excel Expert
MOS Outlook Expert
MOS PowerPoint Expert (Optional)*
- 100% of 12th grade students will have completed:**
*MOS Excel Associate and/or Expert
MOS Word Associate and/or Expert
MOS Outlook Associate and/or Expert
MOS PowerPoint Associate or Expert (Optional)*

Workplace Learning Sequencing

- **Year 1: Exposure, Discovery, Self-Assessment and Goal Setting**
- **Year 2: Exploration of Options**
- **Year 3: Developing Skills**
- **Year 4: Gaining Experience**

Student Experiential Learning and Work Experience Outcomes

The true innovation of the P-TECH Model is its comprehensive focus on careers. Industry representatives are integral partners in the development of P-TECH schools. Their involvement helps students understand how their coursework, field experiences, and the “real world” expectations of the workplace are connected. These connections serve as a motivator and support mechanism that lead to greater student success.



Job Interviews ● ●

Required for graduating **12th grade students** interested in employment

Internships ● ●

Not required for 10th grade students. Only Skill-based and Industry-specific internship camps are recommended for 10th grade students.
Optional: Recommended 10th grade students are encouraged to apply for internships through the Dallas Works Program

Direct-Hire Internships are highly recommended for 11th grade students
Goal: 60% of 11th grade students will apply for a summer internship

Direct-Hire Internships are strongly recommended for graduating 12th grade students
Goal: A minimum of 30% of students will complete at least 1 internship prior to graduation

Note: Refer to the Dallas ISD Internship Guidelines and Action Plan for details on the requirements for internships.

Jobs ●

(part-time, full-time, apprenticeships and contract employment)

Only recommended for graduating **12th grade students** interested in full-time or part-time employment post-graduation



Workplace Learning Sequencing

- Year 1: Exposure, Discovery, Self-Assessment and Goal Setting
- Year 2: Exploration of Options
- Year 3: Developing Skills
- Year 4: Experience