



Fairbanks North Star Borough School District

# CAREER & TECHNICAL EDUCATION CURRICULUM



## INTRODUCTORY & CAPSTONE COURSES

ADOPTED: APRIL 4, 2017

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## INTRODUCTORY & CAPSTONE COURSES

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Course Information	
Course Name	CAREERS & EMPLOYABILITY
Course Number	CTEJX06
Grade(s)	9-12
Length	One Semester
Credit	0.5
Prerequisites	None
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the system.)	Applicable to all Career Clusters
Date of District Course Revision	Fall 2016
Career & Technical Student Organization (CTSO)	
CTSO Embedded in this Sequence	All CTSO's
Occupational Standards	
Source of Occupational Standards	1. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 2. National Business Education Association (NBEA)
Names/Numbers of Occupational Standards	1. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 2. National Business Education Association (NBEA)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<i>Careers &amp; Employability</i> is a College & Career Ready foundation course that leads students through a process of self-knowledge and career exploration. Students will gain knowledge, skills, attitudes and behaviors necessary for succeeding in the world or work. The student explores "real life" work through observation and/or active participation. Students will appreciate the relationship between education and becoming gainfully employed through self-discovery, goal setting, and career planning. <i>Careers &amp; Employability</i> is the introductory course for all career pathways.
Instructional Topic Headings (please separate each heading by a semi-colon)	Self-Assessment; Goal Setting; Problem-Solving; Locating Career Information; Aptitudes/Abilities; Employee Rights/Employers' Expectations; Workplace Safety; Ethical Behavior; Resumes/Letter Writing; Job Search; Exploring Careers; Observation/Practice; Career Planning; Time Management & Organizational Skills; Workplace Communication; Employability Skills; Labor Market Information; Decision-Making; Job Shadow
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	N/A
Course Addresses	Yes
Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Career Ready Practices	Yes

<b>Employability Standards</b>	
<b>Source of Employability Standards</b>	Career Ready Practices
<b>Tech Prep</b>	
<b>Current Tech Prep Articulation Agreement? (Y/N)</b>	No
<b>Date of Current Agreement</b>	N/A
<b>Postsecondary Institution Name</b>	N/A
<b>Postsecondary Course Name</b>	N/A
<b>Postsecondary Course Number</b>	N/A
<b>Number of Postsecondary Credits</b>	N/A
<b>Author</b>	
<b>Course Developed By</b>	Joe. Deutsch, Jon.Rogers
<b>Course Adapted From</b>	FNSBSD Career & Technical Education Curriculum
<b>Date of Previous Course Revision</b>	May 7, 2013
<b>Course Delivery Model</b>	
<b>Is the course brokered through another institution or agency? (Y/N)</b>	No

## Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will use career inventories to discover values, interests, and potential careers.	SCANS: TS A-F; INFO A-F	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.1	5-6	B4	2, 7, 10	Labor; Community; Management	AKCIS; Portfolio Projects
Students will identify employability skills and practice the skills necessary to be a productive employee.	SCANS: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.-912.1	5-6	B4	1-12	Health/Safety; Work Habits; Tech/Prod	Portfolio; Mock Interviews
Students will demonstrate the ability to identify, locate, and evaluate sources of occupational educational, and labor market information for career research and planning.	SCANS: BS A-B; TS A-F; INFO A-D; TECH A-B	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RT.9-12.7	5-6	B4	2, 7, 10	Business Plan; Management; Health/Safety; Community; Tech/Prod; Labor	Written Assignments; Portfolio; AKCIS
Students will identify the elements of career planning (i.e., knowledge of self, educational opportunities, occupations) and apply that knowledge to develop a career plan.	SCANS: BS A-B; TS A-F; INFO A-D; TECH A-B	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RT.9-12.1 WT.9-12.1	5-6	B4	2-4, 4, 6, 7, 10	Work Habits; Business Plan	PLCP; Portfolio; AKCIS
Students will practice organizational and time management skills .	SCANS: BS A-B; TS A-F; INFO A-D; TECH A-B	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WT.9-12.1	5-6	B4	1-2, 4, 6-11	Work Habits	Course Work/ Attendance; Portfolio
Students will understand the relationship between academic success and career success.	SCANS: TS A-F; PQ A-B, D; INFO A-D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.2	5-6	B4	2, 7-8, 10	Technology; Work Habits; Tech/Prod	Portfolio; Oral Presentation; Written Assignments; PLCP
Students will develop an understanding of goal setting, set personal goals, and identify specific steps necessary to achieve those goals.	SCANS: BS A-B; D-E; TS A-F; PQ A-E; RES A, C-D; INFO A-D; SYS A-B	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.2	5-6	B4	2, 4, 6-7, 10	Business Plan; Management; Tech/Prod	PLCP; Portfolio; Class Assignments

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standards</b>	<b>Common Technical Core Standards</b>	<b>Alaska ENG/LA Standards</b>	<b>Alaska Math Standards</b>	<b>Alaska Cultural Standards</b>	<b>Career Ready Practices</b>	<b>All Aspects of Industry</b>	<b>Formative Assessments</b>
Students will conduct a job search including preparing a resume, cover letter, completing application, interviewing, and follow-up.	SCANS: BS A-B, D-E; TS A-F; INFO A-D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WT.9-12.1	5-6	B4	2, 4, 6, 9-10	Labor	Portfolio; Project
Students will use listening, speaking, writing, and reading skills to interpret, analyze, and apply information.	SCANS: BS A-E; TS A-E; INFO A-D; TECH A-C	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RT.9-12.7-9 WT.9-12.6-8	5-6	B4	2, 4, 6, 8	Tech/Prod	Class Assignments
Students will identify the steps used in the decision-making process to develop a career plan.	SCANS: BS A-B; TS A, D-F; INFO A, D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WT.9-12.2	5-6	B4	2, 4-5, 6-9	Business Plan; Technology; Work Habits	PLCP; Portfolio; AKCIS
Students will develop an awareness of typical workplace hazards that could cause injury or illness.	SCANS: TS B-D, F; INFO A, D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.1	5-6	B4	2, 4-9	Health/Safety	Class Assignments; Projects
Students will summarize employer and employee rights and responsibilities.	SCAN: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WT.9-12.2	5-6	B4	1-4, 8-9	Business Plan; Management; Labor	Class Assignments; Projects
Students will understand the physical setting, technical skills, interpersonal relationships, and duties associated within an occupation or career through job shadowing.	SCAN: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.3a	5-6	B4	1-2, 4-5, 8-9, 12	Business Plan; Management; Labor	Job Shadow; Class Assignments
Students will determine the compatibility of an occupation or career in comparison to the students' interests and career goals.	SCANS BS A-B; TS A, D-F; INFO A, D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.3a	5-6	D6; E8	2, 7, 10	Work Habits; Management	AKCIS; Class Assignments; Projects

Course Information	
Course Name	HIGH SCHOOL INTERNSHIP
Course Number	
Grade(s)	11-12
Length	One Semester
Credit	0.5
Prerequisites	None
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the system.)	All Sequences
Date of District Course Revision	Fall 2016
Career & Technical Student Organization (CTSO)	
CTSO Embedded in this Sequence	N/A
Occupational Standards	
Source of Occupational Standards	3. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 4. National Business Education Association (NBEA)
Names/Numbers of Occupational Standards	3. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 4. National Business Education Association (NBEA)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<i>High School Internship</i> is a work-based learning/high school apprenticeship course designed to provide an extended educational experience for students who desire to learn technical and industry skills in a specific occupation. Students will apply academic skills as well as skills they have acquired through other learning experiences. Students will be placed in worksite and will develop a learning plan with their site mentor and the work-based learning instructor. The industry mentor, work-based learning instructor, and student will work in close collaboration to assess the student's progress toward successful completion of the course objectives and mastery of technical/industry skills. This course may be repeated up to four semesters only.
Instructional Topic Headings (please separate each heading by a semi-colon)	Work Ethic; Personal Responsibility; Technical Skill Development; Health & Safety; Technology; Ethics & Employment Law; Workplace Communication; Decision Making; Conflict Resolution; Job Acquisition & Retention; Service Learning; On-the-Job Training; Employment Success; Financial Literacy
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	Optional, may include: <ul style="list-style-type: none"> <li>• CareerSafe CS106-OSHA (General Industry)</li> <li>• CareerSafe CS107-OSHA (Construction Industry)</li> <li>• Other industry certifications awarded based on student career pathway as requirements are met</li> <li>• First Aid/CPR</li> <li>• WorkKeys</li> </ul>
Course Addresses	Yes
Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Career Ready Practices	Yes

Employability Standards	
Source of Employability Standards	Career Readiness Practices; 21 <sup>st</sup> Century Learning & Innovation Skills
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	N/A
Postsecondary Institution Name	N/A
Postsecondary Course Name	N/A
Postsecondary Course Number	N/A
Number of Postsecondary Credits	N/A
Author	
Course Developed By	J. Simpson
Course Adapted From	N/A
Date of Previous Course Revision	New Course
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

## Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will identify and demonstrate employability skills, such as: work ethic, honesty, integrity, dependability, punctuality, self-discipline, initiative, reliability, accuracy, productivity, respect, and perseverance.	SCANS: BS A-E; INTPR F	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	A1, 4, 6; B3; E8	1-2, 8-9, 11	Work Habits	Training Plan; Class Activities; Work Center Evaluation
Students will use employability skills to develop a transition plan for entering the workforce or post-secondary training with marketable skills.	SCANS: All	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	B1-3; E7	1-2, 8, 12	Health/Safety; Work Habits; Tech/Prod	Training Plan; Work Center Evaluation; Journal Entry
Students will understand and describe the relationship between theoretical knowledge and practical application and between academic and technical skills.	SCANS: BS A-F; TECH A-C; INFO A-D	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	E4	2, 8, 11-12	Technology; Work Habits; Tech/Prod	Personal Reflection; Observation; Training Plan; Work Center Evaluation; Journal Entry
Students will describe how a particular task fits into the job duties and how the job fits into the overall organization.	SCANS: All	CCTCS All	W.T.1-2; W.PD.4-6	5-6	B1; E4	2-3	Management; Health/Safety; Work Habits; Tech/Prod	Training Plan; Attendance; Records; Journal Entry; Observation
Students will apply skills and academic knowledge in a variety of work-related tasks.	SCANS: TS B, D-F; TECH A-C; INFO A-D; YES: 7.C	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	B4	2-4, 8, 11-12	Technology	Training Plan; Work Center Evaluation; Observation; CareerSafe Certification
Students will recognize the health/safety, legal, and ethical issues associated with an occupation and follow the recommended guidelines.	SCANS: TS B-D, F; YES: 1.C, E; 4.A; 5.A; 6.A-B;	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	A6	1-4	Health/Safety	Training Plan; Work Center Evaluation; Observation; CareerSafe Certification

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will develop and implement an individualized training plan, in cooperation with the mentor/worksite supervisor.	SCANS: BS A-B, D-E; TS A-B, D-F; PO A-E, RES A, D; INTPR A, C-F; INFO A-D	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	B3; E3; D6	1-2, 10-11	Business Plan; Management Work Habits; Tech/Prod	Observation; Development of Training Plan; Work Center Evaluation; participation; Interest/Work Survey
Students will summarize employer and employee rights and responsibilities.	SCANS: All	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	A7	1	Business Plan; Management; Labor	Class Activities; Journal Entry
Students will fully participate at worksite while meeting jobsite expectations for professionalism and task performance, as identified by the employer and training plan.	SCANS: All	CCTCS All	RT.RR.10; W.T.2-3; W.R.10; SL.CC.1-2; SL.PK.4-6; L.SE.1-2; L.VA.4	5-6	B2	1-12	Business Plan; Management; Health/Safety; Work Habits; Tech/Prod; Technology; Community	Observation; Training Plan; Evaluation; Journal Entry

Course Information	
Course Name	WORK-BASED LEARNING 1
Course Number	
Grade(s)	11-12
Length	One Semester
Credit	0.5
Prerequisites	None
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the system.)	All Sequences
Date of District Course Revision	Fall 2016
Career & Technical Student Organization (CTSO)	
CTSO Embedded in this Sequence	N/A
Occupational Standards	
Source of Occupational Standards	5. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 6. Youth Employability Skills (YES), 2001 7. National Business Education Association (NBEA)
Names/Numbers of Occupational Standards	5. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 6. Youth Employability Skills (YES), 2001 7. National Business Education Association (NBEA)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<i>Work-Based Learning 1 (WBL1)</i> is designed to prepare students for work experiences through instruction and activities that help students develop attitudes, knowledge, skills and habits to be a successful employee in a variety of settings. <i>WBL1</i> experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals. Introductory <i>WBL1</i> activities may include industry tours and classroom speakers. Students may be concurrently or subsequently enrolled in some form of capstone experience, such as apprenticeships, internships, service learning, clinical, and practicum experiences for credit. This course is not repeatable.
Instructional Topic Headings (please separate each heading by a semi-colon)	Resume; Goal Setting, Interest Inventory; Job Search; Workplace Etiquette; Career Plans; Communication; Time Management; Personal Finances; Salary; Safety; First Aid; Technology
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	Optional, including: OSHA 10/30, First Aid/CPR, WorkKeys
Course Addresses	Yes
Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Career Ready Practices	Yes
Employability Standards	
Source of Employability Standards	Career Readiness Practices; 21 <sup>st</sup> Century Learning & Innovation Skills

<b>Tech Prep</b>	
<b>Current Tech Prep Articulation Agreement? (Y/N)</b>	No
<b>Date of Current Agreement</b>	N/A
<b>Postsecondary Institution Name</b>	N/A
<b>Postsecondary Course Name</b>	N/A
<b>Postsecondary Course Number</b>	N/A
<b>Number of Postsecondary Credits</b>	N/A
<b>Author</b>	
<b>Course Developed By</b>	A. Scott, D. Domke
<b>Course Adapted From</b>	FNSBSD Career & Technical Education Curriculum
<b>Date of Previous Course Revision</b>	May 7, 2013
<b>Course Delivery Model</b>	
<b>Is the course brokered through another institution or agency? (Y/N)</b>	No

## Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will articulate the type of postsecondary education and training required in the career field and its importance to success in that field.	NBES 1	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.9	5-6	B3; D6	1-3, 10	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks
Students will understand the relationship between academic and career success and strive to develop the study skills necessary for academic success.	NBES 1	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.10	5-6	B2-3	2	Work Habits; Tech/Prod	Classroom Assignments
Students will give at least two examples of how the student's individual skills and interests relate to the career field and/or occupations.	NBES 1	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.10	5-6	B2-3	2	Work Habits; Tech/Prod	Classroom Assignments
Students will work effectively as a member of a team, with respect for diverse perspectives and strengths.	NBESS III; SCANS: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	SL.9-12.1a-d	5-6	B3-4	1, 9, 12	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks
Students will research and evaluate sources of career information and use these sources for career exploration and development.	NBES II	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RST.9-12.7	5-6	B3	7, 10	Labor; Health/Safety	Classroom Assignments; Performance Tasks
Students will develop a personal career plan and portfolio that demonstrates knowledge and skills specific to employment in a range of occupations in a career field.	NBES IV; SCANS: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RST.9-12.1; WHST. 9-12.1	5-6	A6; C3; E8	3, 7, 10	Work Habits	Classroom Assignments; Performance Tasks
Students will demonstrate multiple forms of proper workplace communication.	SCANS: BS A-E; PQ C; INTERP A-F; INFO C	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RST. 9-12.7-9; WHST. 9-12.6-8	5-6	C4	4	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standards</b>	<b>Common Technical Core Standards</b>	<b>Alaska ENG/LA Standards</b>	<b>Alaska Math Standards</b>	<b>Alaska Cultural Standards</b>	<b>Career Ready Practices</b>	<b>All Aspects of Industry</b>	<b>Formative Assessments</b>
Students will utilize technology to improve productivity in the workplace.	SCANS: SYS A-C, TECH A-C	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WHST. 9-12.6	5-6	B4	5, 11	Tech/Prod	Classroom Assignments; Performance Tasks
Students will demonstrate knowledge about the particular workplace and workplace expectations for the experience that the student is undertaking, (e.g., hours of operation, standards of safety, quality the company mascot).	SCANS: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.3a	5-6	A6-7; B2-4	1, 3	Health/Safety	Classroom Assignments; Performance Tasks
Students will develop job hunting skills, preparing a resume, cover letter, completing an application, interviewing and follow-up.	SCANS: BS A-E; TS A-F	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RST. 9-12.1; WHST. 9-12.1	5-6	A6; C3; E8	3, 7, 10	Labor; Work Habits	Classroom Assignments; Performance Tasks

Course Information	
Course Name	WORK-BASED LEARNING 2
Course Number	
Grade(s)	11-12
Length	One Semester
Credit	0.5
Prerequisites	None
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the system.)	All Sequences
Date of District Course Revision	Fall 2016
Career & Technical Student Organization (CTSO)	
CTSO Embedded in this Sequence	N/A
Occupational Standards	
Source of Occupational Standards	8. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 9. National Business Education Association (NBEA)
Names/Numbers of Occupational Standards	8. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 9. National Business Education Association (NBEA)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<i>Work-Based Learning 2 (WBL2)</i> is a continuation of building skills developed and introduced in <i>Work-Based Learning 1 (WBL1)</i> . Through instruction and activities to prepare students for work experiences, students continue their development of attitudes, knowledge, skills, and habits to be a successful employee in a variety of settings. <i>WBL2</i> experiences allow students to apply classroom theories to practical problems, to explore career options, and necessary training/skills to pursue personal and professional goals. Advanced activities may include job shadows and industry-led project-based learning. Students may be concurrently or subsequently enrolled in some form of capstone experience, such as apprenticeships, internships, service, clinical and/or practicum experiences for credit. This course is repeatable one time only.
Instructional Topic Headings (please separate each heading by a semi-colon)	Resume; Goal Setting, Interest Inventory; Job Search; Workplace Etiquette; Implementing Career Plans; Business Communication; Time Management; Personal Finances; Technology; Interview Skills; Taxes and Labor Laws; Safety; First Aid
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	Optional, including: OSHA 10/30, First Aid/CPR, WorkKeys
Course Addresses	Yes
Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Career Ready Practices	Yes

Employability Standards	
Source of Employability Standards	Career Readiness Practices; 21 <sup>st</sup> Century Learning & Innovation Skills
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	N/A
Postsecondary Institution Name	N/A
Postsecondary Course Name	N/A
Postsecondary Course Number	N/A
Number of Postsecondary Credits	N/A
Author	
Course Developed By	A. Scott, D. Domke
Course Adapted From	FNSBSD Career & Technical Education Curriculum
Date of Previous Course Revision	May 7, 2013
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

## Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will reflect and explain how personal abilities and skills impact career development and achievement in academic and occupational skills.	NBES 1	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.6; WHST.9-12.9	5-6	B3; D6	1-3, 10	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks
Students will reflect and explain how academic achievement and effort impact career success in order to identify the study skills necessary for academic and career success.	NBES 1	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.6	5-6	B2-3	2	Work Habits; Tech/Prod	Classroom Assignments
Students will identify attitudes and behavior that are necessary for professional development and success in the work environment.	NBESS III; SCANS: BS E; PQ B, E; INTERP A-F	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.6	5-6	B3-4	1, 9, 12	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks
Students will research and evaluate sources of career information and use these sources for career exploration and development.	NBES II	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	RI.9-12.7	5-6	B3	7, 10	Labor; Health/Safety	Classroom Assignments; Performance Tasks
Students will develop a personal career plan and portfolio that demonstrates knowledge and skills specific to employment in a range of occupations in a career field.	NBES IV; SCANS: All Skills	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	W.9-12.3a-e	5-6	A6; C3; E8	3, 7, 10	Work Habits	Classroom Assignments; Performance Tasks
Students will demonstrate multiple forms of proper workplace communication.	SCANS: BS A-E; PQ C; INTERP A-F; INFO C	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	SL.9-12.1a-d	5-6	C4	4	Work Habits; Tech/Prod	Classroom Assignments; Performance Tasks
Students will utilize technology to improve productivity in the workplace.	SCANS: SYS A-C, TECH A-C	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WHST. 9-12.6	5-6	B4	5, 11	Tech/Prod	Classroom Assignments; Performance Tasks

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standards</b>	<b>Common Technical Core Standards</b>	<b>Alaska ENG/LA Standards</b>	<b>Alaska Math Standards</b>	<b>Alaska Cultural Standards</b>	<b>Career Ready Practices</b>	<b>All Aspects of Industry</b>	<b>Formative Assessments</b>
Students will demonstrate knowledge of safety and first aid.	SCANS: BS D, E; TS B-F, PQA, D	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	L.9-12.6	5-6	B3	1, 3	Health/Safety	Classroom Assignments; Performance Tasks
Students will develop job hunting skills, preparing a resume, cover letter, completing an application, interviewing and follow-up.	SCANS: BS A-E; TS A-F	AG 1-6; AC 1-7; AR 1-6; BM 1-6; FN 1-14; HL 1-6; HT 1-6; HU 1-6; IT 1-12; MN 1-6; ST 1-6; TD 1-6	WHST.9-12.6	5-6	A6; C3; E8	3, 7, 10	Labor; Work Habits	Classroom Assignments; Performance Tasks

Course Information	
Course Name	WORK EXPERIENCE FOR CREDIT
Course Number	
Grade(s)	11-12
Length	One Semester
Credit	0.5 (per 120 hours documented work minimum)
Prerequisites	None (This is a progressive skills course and may be repeated for credit with Teacher Recommendation)
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the system.)	All Sequences
Date of District Course Revision	Fall 2016
Career & Technical Student Organization (CTSO)	
CTSO Embedded in this Sequence	N/A
Occupational Standards	
Source of Occupational Standards	10. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 11. National Business Education Association (NBEA)
Names/Numbers of Occupational Standards	10. Secretary's Commission on Achieving Necessary Skills (SCANS), 1991 11. National Business Education Association (NBEA)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	<i>Work Experience for Credit</i> links the student, an employer, and the teacher in a dynamic support partnership. The <i>Cooperative Education</i> program's teacher/coordinator and the on-the-job training (OJT) supervisor share instruction and supervision. In <i>Work Experience for Credit</i> , students are responsible for securing employment to fulfill a training plan. The workspace serves as an extension of the classroom as students work according to an established training plan and receives on-site instruction from business personnel. Students also receive on-site supervision visits from the Work-Based Education program teacher/coordinator. Based on evaluation by the employer and the Work-Based Education teacher/coordinator, students will be assigned grades for their worksite. Student may enroll in one class per semester for up to two credits only. Credit is offered for any paid work position where academic and career related skills are being learned. Work experience is graded pass or fail; a letter grade is not offered.
Instructional Topic Headings (please separate each heading by a semi-colon)	Resume; Interview Skills; Interest Inventory; Job Search; Etiquette; Career Plan; Communication; Time Management; Personal Finances; Salary; Safety; First Aid; Technology; Evaluation Feedback Reflection
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	N/A
Course Addresses	Yes
Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Career Ready Practices	Yes

Employability Standards	
Source of Employability Standards	Career Ready Practices
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	N/A
Postsecondary Institution Name	N/A
Postsecondary Course Name	N/A
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Number of Postsecondary Credits	N/A
Author	
Course Developed By	A. Scott
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Is the course brokered through another institution or agency? (Y/N)	No

## Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standards	Common Technical Core Standards	Alaska ENG/LA Standards	Alaska Math Standards	Alaska Cultural Standards	Career Ready Practices	All Aspects of Industry	Formative Assessments
Students will assist in the development of an appropriate individualized training plan to develop occupational skills, knowledge, and attitudes needed to successfully enter, and make progress in the world of work.	NBES IV; SCANS: All	CCTCS All	RST.11-12.7-9; W.11-12.6-8	S-IC.1, 6	B3; C3; D1-3	2, 7, 10	Business Plan; Work Habits; Labor; Management	Observation; Performance Tasks
Students will acquire successful work experience via career orientation and exploration experiences to be considered career ready.	NBES I; SCANS: All	CCTCS All	RST.11-12.4-6	S-MD.1	B1, 3	1-2, 5, 12	Work Habits; Health/Safety	Observation; Performance Tasks; Employer Evaluation
Students will apply skills and concepts learned in the training plan and on-site instruction from business personnel.	NBES I; SCANS: All	CCTCS All	RST.11-12.3, 9	S-MD.6	B3-4	2, 8, 12	Business Plan; Tech/Prod; Work Habits	Observation; Performance Tasks; Employer Evaluation
Students will recognize and apply career maturing learning experiences whereby students can reflect about their own interests and capabilities in relation to career opportunities.	NBES III; SCANS: All	CCTCS All	RST.11-12.7, 9	S-MD.6; S-CP.5	B1, 3	1, 4-6, 10	Work Habits; Labor; Management; Health/Safety	Observation; Performance Tasks; Employer Evaluation
Students will perform a self-reflection based on evaluative feedback from supervisor and employer in order to create a self-improvement strategy, if necessary.	SCANS: All	CCTCS All	RST.11-12.1	S-IC.6	B1, 3	1, 3, 5, 8, 10	Work Habits; Technology; Labor	Observation; Performance Tasks; Employer Evaluation
Students will develop the interpersonal skills needed to be successful and career ready.	SCANS: All	CCTCS All	RST.11-12.1	S-IC.6	B3-4; C3	1, 4, 6, 12	Work Habits; Tech/Prod	Observation; Performance Tasks; Employer Evaluation
Students will develop an economic awareness and understanding through their employment experience.	SCANS: All	CCTCS All	RST.11-12.1	S-IC.6; S-CP.5	B1-4	1, 5, 12	Management; Community; Health/Safety	Observation; Performance Tasks; Employer Evaluation