# Munster High School

## Box 2: Employability Skills Verification Form

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|---|---|---|
| **Student Name:** | **Graduation Year:** | |
| **Student Signature:** | | |
| **Type of Learning (Check one):** ☐ Project-Based Learning ☐ Service-Based Learning ☐ Work-Based Learning | | |
| **Counselor Name:** | | |

### Section 1: Points Earned (8) / Hours Worked (75) - Attendance Requirement Met

| Activity Name / Company Name: | Points Earned or Hours Worked: | Did the student have at least a 75% attendance rate for this activity? | Coach / Sponsor / Supervisor Signature: |
|---|---|---|---|
| | | ☐ Yes ☐ No | |
| | | ☐ Yes ☐ No | |
| | | ☐ Yes ☐ No | |
| | | ☐ Yes ☐ No | |
| | | ☐ Yes ☐ No | |

### Section 2: Demonstration of Employability Skills

| Please initial each section to indicate the student met the following criteria: | Initials: |
|---|---|
| **Mindsets - Lifelong Learning & Self-Confidence:** Demonstrates willingness to work and learn, and continually apply new knowledge; possesses belief in own ability to succeed and assert self when necessary. | |
| **Learning Strategies - Communication, Decision-Making, Initiative, Attention to Detail, Problem-Solving & Aptitude Awareness:** Applies skills to clearly & effectively express ideas and messages to others appropriate to the environment, uses critical thinking skills to make informed decisions, applies self-motivation and self-direction to work and learning, achieves thoroughness and accuracy when accomplishing a task, applies critical and creative thinking skills to resolve problems, and identifies and communicates interests and skills that may lead to potential careers. | |
| **Social & Emotional Skills - Connection, Regulation & Collaboration:** Demonstrates the ability to network with others through social awareness and cultural sensitivity, recognizes and manage one's emotions, and works well with others in a team. | |
| **Work Ethic - Self-Discipline, Independence, Perseverance, Adaptability, Integrity, Professionalism, Time Management & Organization:** Demonstrates self-control and behaves in acoordance to rules with minimal direction, carries out expectations with minimal supervision, demonstrates endurance and capacity to complete tasks, manages transitions and adjusts to changing situations and responsibilities, acts in a trustworthy and honest manner, demonstrates skills and behaviors appropriate for school and work, and plans and organizes short and long-term goals while maintaining balance with other responsibilities. | |

### Section 3: Student Reflection

**Student must submit a 2-3 page (typed, double-spaced) reflection addressing the following questions:**

What lessons have you learned from this activity or experience? Did you learn anything about working with others, exhibiting professionalism, showing integrity or your own work ethic? Did you experience diversity within this setting? Please give examples of opportunities you had to demonstrate at least 2 of the following skills: leadership, time-management, taking initiative, organizational skills, problem-solving, conflict management, or teamwork.

### Counselor Approval

| |
|---|
| **Counselor Signature:** |
| **Date:** |

# MHS Box 2: Employability Skills Information

**Project-Based Learning:** Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. These projects can be established within certain Capstone classes, and must include creation of a student work product that is validated by the high school. Completion of Verification Form with Essay is required.

**Service-Based Learning:** Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities. At MHS, **participation in a school-based activity that is co-curricular/extra-curricular such as sports, clubs and activities can count toward accumulation of points**. These points can be added together so the student can accumulate 8 TOTAL POINTS over the course of their time at MHS. See the chart below for activites and points awarded. Completion of Verification Form with Essay is required.

**Work-Based Learning:** Allows students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals. This includes activities that occur in workplaces and involve an employer assigning a student meaningful job tasks to develop their skills, knowledge, and readiness for work. **Hours spent working at a part-time job can be counted toward this requirement**. (Students must be able to produce a paystub if asked.) Completion of Verification Form with Essay is required.

## Service-Based Learning - Points for Participation

| Points per Year | |
|---|---|
| **1** | ASL Club, Balkan Culture Club, Black Culture Club, Class Executive Council (CEC), Chess Club, Civics Club, Chinese Culture Club, Christian Culture Club, Creative Writing Club, DARE Role Model, Fashion Club, French Club, GSA, HOSA, Indian Culture Club, Jewish Culture Club, Math Contests, Mental Health Club, Muslim Culture Club, Philosophy Club, Ping Pong Club, Poetry Club, Raspberry Pi Club, SADD, Snowflurry, S.T.A.N.D., Ultimate Frisbee Club |
| **2** | Academic Super Bowl, Art Club, Best Buddies/Associate Member, Choir (Beginning), Culture & Cuisine Club, Environmental Club, Film Club, LINK Crew, National Honor Society (NHS), Mustang Volunteer Project (MVP), NWI Youth Symphony, Read & Write Book Club, SING/SONG, Skills USA Competition, Spanish Club, TEAMS |
| **3** | Best Buddies/Peer Buddy, DECA, Jazz Band, Math Team |
| **4** | Best Buddies/Buddy, Choir (Intermediate), Cyber-Patriots, Mental Health Club/Leadership Team, Student Advisory Council (SAC) |
| **6** | Bowling Club, eSports, Winter Guard |
| **8** | **All IHSAA Sports**, Athletic Training, BAND, Boy/Girl Scouts, Cheerleading, CHORALE, Color Guard, Munster Police Explorers, Orchestra, POMS, Publications (Crier Student Newspaper & Paragon Yearbook), Robotics Club, Science Olympiad, Speech & Debate Club, Student Government, Winter Percussion, 4H, & some specific Outstanding Achievements (DOC 200 Award, Eagle Scout/Gold Award, Hoosier Boys/Girls State, & the IU Honors Language Summer Program.) |

**1 point = 10 hours of service/participation**

All Indiana students are required to complete the Box 2 requirement for Graduation Pathways. Students can do so by being active in clubs, sports, and other extracurricular activities and must accumulate 80 hours of service (8 points TOTAL) during their time in high school. Students participating in activities not listed above are encouraged to talk with their school counselors to see if those activities can count toward the Box 2 requirement.