

Building Career Knowledge and Navigation Skills along the WBL Spectrum

Students need the opportunity to practice Career Knowledge and Navigation Skills prior to starting a capstone experience. This chart provides course standards from *Work-Based Learning: Career Practicum (6105)* in the left column. To the right, examples are provided of ways in which students may demonstrate that skill through earlier activities at the Industry and Career Awareness, Career Exploration, and Career Preparation and Training Levels. These are provided as examples only and do not reflect Career Practicum course requirements.

Career Knowledge and Navigation Standards from <i>Work-Based Learning: Career Practicum (6105)</i>	Demonstrating Skills through Industry and Career Awareness Activities	Demonstrating Skills through Career Exploration Activities	Demonstrating Skills through Career Preparation and Training Activities
<p><u>Standard #2 from <i>Work-Based Learning: Career Practicum (6105)</i>:</u></p> <p>Plan and navigate education and career paths aligned with personal goals: Observe and analyze organizational culture and practices, e.g., how to interact with supervisors, clients, and co-workers, and how to recognize and address health, safety, and sustainability issues. Seek information from supervisors and other employees about appropriate methods of finding and securing employment in the industry and what knowledge, skills, and educational credentials are required. Use the learning experience to review and update the student’s long-term education and career goals based on the knowledge and feedback acquired. Proactively identify areas of strength and opportunities for professional growth, encourage and act on feedback from peers, supervisors, and customers, and seek and use resources and support to improve skills.</p>	<p>Through exposure to career speakers and tours, provide at least five examples of career options that exist in the career area of interest.</p> <p>Prepare questions for speaker or tour hosts on the following:</p> <ul style="list-style-type: none"> • Career options in the industry or field represented • Career options in the specific company or organization represented • Education credentials required • Workplace culture and norms • Safety issues at the workplace • Skills required for entry-level employment and long-term success. <p>Provide at least three examples of career options in the industry or field represented.</p> <p>Describe the academic and educational requirements for one of the careers.</p> <p>Provide two examples of “workplace norms and safety requirements”.</p> <p>List the three most important skills provided for success in the industry described.</p>	<p>Complete a preliminary resume based on career awareness and career exploration activities, listing skills and accomplishments.</p> <p>Modify and refine list of career options identified in career awareness experiences based on deeper understanding of those careers gleaned from career exploration activities like an informational interview or job shadow, and a self-appraisal of strengths as well as interests.</p> <p>Prepare questions working professionals interviewed or shadowed:</p> <ul style="list-style-type: none"> • Nature of work • Education and skills required • Long-term employment outlook • Salary and earning potential • Sources of satisfaction and frustration • Health and safety issues <p>Share preliminary resume with peers, teachers, and working professionals and ask for feedback.</p> <p>List top three career interests based on learning during career exploration.</p> <p>Describe an education and career pathway for one of the top career choices.</p>	<p>During the immersion experience, e.g. internship, school-based enterprise, service learning, or industry-informed project:</p> <ul style="list-style-type: none"> • Conduct interviews with supervisor, HR director or industry mentor about career options within the industry and the appropriate methods for seeing employment in that industry (e.g. networks and electronic tools used). • Analyze organizational culture and practices within the workplace environment. • Demonstrate understanding of workplace practices and safety issues. • Demonstrate understanding of how to interact with supervisors, clients and co-workers (understanding of office hours, appropriate use of email and social media, team norms, etc.). • Document the knowledge, skills and educational levels of at least three employees in the organization or field. • Enlist support of supervisor and colleagues through request for letters of recommendation or inclusion in appropriate professional networks. • Explore future opportunities with the same organization or others in the same or a different field. • Enlist support as needed to complete applications to appropriate postsecondary institutions, including apprenticeship programs and certificate programs, as well as 2- and 4-year degree programs. • Complete reflection and thank you letters identifying the most important things learned.

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<p>Standard #3 from <i>Work-Based Learning: Career Practicum (6105)</i>:</p> <p>Develop and implement a personalized learning plan: Develop a Personalized Learning Plan specific to the student’s placement or project, in accordance with approved policies. Participate in ongoing review and communications to determine progress against the plan with relevant stakeholders where necessary.</p> <p>a. Select and apply appropriate technical skills to accurately solve problems and perform expected tasks related to the work-based learning experience as outlined by the student’s elective focus.</p> <p>b. Select and demonstrate appropriate format and style of communications in the work setting as outlined by applicable Tennessee State Standards for English Language Arts.</p> <p>c. Independently and proficiently read and comprehend academic and technical texts relevant to the work-based learning experience as outlined by applicable Tennessee State Standards for English Language Arts.</p> <p>d. Select and apply appropriate mathematical concepts to accurately solve problems and perform expected tasks related to work-based learning experiences as outlined by applicable Tennessee State Standards for Mathematics.</p>	<p>Develop a list of personal interests and goals, and a list of career possibilities with educational requirements based on identified interests and goals.</p> <p>Conduct internet research on postsecondary institutions of interest and document what was learned.</p>	<p>Reflect on interests and goals, based on new information. Develop a preliminary career plan based on new information about careers and workplaces, in relation to growing awareness of one’s own interests and goals.</p> <p>Clarify educational requirements and identify at least three postsecondary institutions that would have programs of interest, as well as three companies or organizations in Tennessee that might employ someone with similar interests.</p>	<p>Use learning to review plan of education and career path based on refined interests and goals.</p> <p>Revise and update information collected in career exploration activities concerning three postsecondary institutions that would have programs of interest, as well as three companies or organizations in Tennessee that might employ someone with similar interests.</p> <p>Prepare analysis of pros and cons of various postsecondary institutions and/or employment options of interest, examining entrance requirements, fees, range of programs, and other factors.</p> <p>Rank options as easy/moderate/difficult in terms of challenge and likelihood of success.</p> <p>Download and review applications.</p> <p>Develop college essay.</p> <p>Identify four school and community staff from whom to obtain letters of reference. Draft a sample letter of recommendation, including the skills and experiences you would like the references to cite.</p>

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<p>Standard #4 from <i>Work-Based Learning: Career Practicum (6105)</i>:</p> <p>Reflect on experiences through creation of a personal portfolio: Create a personal portfolio, or similar collection of work, that illustrates mastery of skills and knowledge outlined in the Career Practicum course standards and the personalized learning plan. Identify and collect artifacts and/or work products that reflect the skills developed and knowledge gained through the WBL experience. Assess personal growth through thoughtful reflection and accurately self-assess to identify opportunities for further growth and development in the future. Products may include but are not limited to:</p> <ul style="list-style-type: none"> • Career and professional development plan • Resume and/or references • Pictures, videos, or other media samples from the placement • Examples of materials developed and used throughout the placement • Journal entries reflecting on tasks and activities • Supervisor evaluations and observations • WBL coordinator evaluations and observations • Exit evaluations that include lessons learned and self-analysis of skill development 	<p>Compile materials into multi-year portfolio that provide evidence of learning.</p> <ul style="list-style-type: none"> • Career development materials <ul style="list-style-type: none"> ○ List of interests ○ List of career possibilities • Documentation of Progress <ul style="list-style-type: none"> ○ Completed reflection on learning about careers and self ○ Thank you letters identifying the most important things learned. • Writing Sample based on research into one industry or career area, to demonstrate research/known how to learn, information literacy, and written communication skills • Assessments <ul style="list-style-type: none"> ○ Student self-assessment 	<p>Compile materials into multi-year portfolio that provide evidence of learning.</p> <ul style="list-style-type: none"> • Career development materials <ul style="list-style-type: none"> ○ Career and educational development plan ○ PSAT or other early assessments to ensure academic progress ○ Resume • Documentation of Progress <ul style="list-style-type: none"> ○ Completed reflection on learning about careers and self ○ Thank you letters identifying the most important things learned. ○ Specific observations during job shadow • Writing Sample based on research comparing two kinds of careers in one industry, to demonstrate research/known how to learn, information literacy, and written communication skills • Assessments <ul style="list-style-type: none"> ○ Student self-assessment 	<p>Compile materials into multi-year portfolio that provides evidence of learning.</p> <ul style="list-style-type: none"> • Career Development Materials <ul style="list-style-type: none"> ○ Career and educational development plan ○ Resume ○ Application for college ○ Application for employment ○ Letters of recommendation • Documentation of Progress <ul style="list-style-type: none"> ○ List of responsibilities undertaken throughout the experiences ○ Periodic journal entries reflecting on tasks and activities • Work samples (3-4) <ul style="list-style-type: none"> ○ Examples of materials developed throughout the experience linked to standards and learning plan • Writing Sample to demonstrate in-depth knowledge about a career area, describing skill needs and future trends in the industry; use of multiple sources (interviews, literature review and internet search) with proper citations, will demonstrate research/known how to learn, information literacy, and written communication skills • Project, encompassing both work samples and writing samples and culminating in presentation • Assessments <ul style="list-style-type: none"> ○ Student self-assessment ○ Supervisor evaluations and observations ○ WBL coordinator evaluations and observations