

School-Connect Alignment with Academic Standards for Career Education and Work

From the Pennsylvania (PA) Department of Education

The Academic Standards for Career Education and Work reflect the increasing complexity and sophistication that students experience as they progress through school. PA Career Education and Work Standards describe what students should know and be able to do in four areas: 1) Career Awareness and Preparation, 2) Career Acquisition (Getting a Job), 3) Career Retention and Advancement, and 4) Entrepreneurship. All standards below are specified for Grade 11.

13.1 Career Awareness and Preparation

Pennsylvania's public schools shall teach, challenge and support every student to realize his maximum potential and to acquire the knowledge and skills needed to:

<p>A. Relate careers to individual interests, abilities, and aptitudes.</p>	<p><i>Addressed in:</i> Lesson 2.8: Recognizing Character Strengths Lesson 2.11: Forging Your Identity Lesson 2.12: Exploring Career Options Lesson 2.14: Envisioning Your Future Lesson 4.2: Charting Your Future Lesson 4.9: Writing a Resume</p>
<p>B. Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.</p>	<p><i>Addressed in:</i> Lesson 2.8: Recognizing Character Strengths Lesson 2.12: Exploring Career Options Lesson 2.13: Planning for College Lesson 2.14: Envisioning Your Future Lesson 4.2: Charting Your Future</p>
<p>C. Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.</p>	<p><i>Addressed in:</i> Lesson 3.5: Debunking the Myths of Womanhood (<i>discussed women in the workforce and STEM careers</i>)</p>
<p>D. Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to:</p> <ul style="list-style-type: none"> • Career days • Career portfolio • Community service • Cooperative education • Graduation/senior project • Internship 	<p><i>Addressed in:</i> Lesson 1.14: Developing Academic Supports</p>

<ul style="list-style-type: none"> • Job shadowing • Part-time employment • Registered apprenticeship • School-based enterprise 	
<p>E. Justify the selection of a career.</p>	<p><i>Addressed in:</i> Lesson 2.12: Exploring Career Options Lesson 2.13: Planning for College Lesson 2.14: Envisioning Your Future Lesson 4.2: Charting Your Future</p>
<p>F. Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to:</p> <ul style="list-style-type: none"> • Associate degree • Baccalaureate degree • Certificate/licensure • Entrepreneurship • Immediate part/full time employment • Industry training • Military training • Professional degree • Registered apprenticeship • Tech Prep • Vocational rehabilitation centers 	<p><i>Addressed in:</i> Lesson 1.13: Valuing an Education Lesson 4.17: Building a Budget</p>
<p>G. Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.</p>	<p><i>Addressed in:</i> Module 4 Culminating Project: Transitioning Successfully</p>
<p>H. Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.</p>	<p><i>Addressed in:</i> Lesson 2.13: Planning for College</p>
<p>13.2 Career Acquisition (Getting a Job)</p>	
<p><i>Pennsylvania's public schools shall teach, challenge and support every student to realize his maximum potential and to acquire the knowledge and skills needed to:</i></p>	
<p>A. Apply effective speaking and listening skills used in a job interview</p>	<p><i>Addressed in:</i> Lesson 1.11: Using Active Listening Lesson 4.10: Interviewing Effectively</p>

<p>B. Apply research skills in searching for a job.</p> <ul style="list-style-type: none"> • CareerLinks • Internet • Networking • Newspapers • Professional associations • Resource books 	<p><i>Addressed in:</i> Lesson 4.9: Writing a Resume</p>
<p>C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:</p> <ul style="list-style-type: none"> • Job application • Letter of appreciation following an interview • Letter of introduction • Postsecondary education/training applications • Request for a letter of recommendation • Resume 	<p><i>Addressed in:</i> Lesson 4.9: Writing a Resume Lesson 4.4: Navigating College Applications</p>
<p>D. Analyze, revise, and apply an individualized career portfolio to chosen career path.</p>	<p><i>“Career Portfolio” is not specifically addressed but materials needed for a career portfolio are developed in:</i> Lesson 2.12: Exploring Career Options Lesson 2.14: Envisioning Your Future Lesson 2.15: Setting Life Goals Lesson 2.16: Going on a Mission Lesson 4.2: Charting Your Future* Lesson 4.4: Navigating College Applications Module 4 Culminating Project: Transitioning Successfully</p>
<p>E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:</p> <ul style="list-style-type: none"> • Commitment • Communication • Dependability • Health/safety • Laws and Regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets) • Personal initiative • Self-advocacy 	<p><i>Addressed in:</i> Lesson 4.11: Developing a Work Ethic Lesson 4.12: Practicing Teamwork Lesson 4.13: Providing Customer Service Lesson 4.14: Problem Solving in the Workplace Lesson 4.15: Responding to Feedback Lesson 4.16: Negotiating an Agreement</p>

<ul style="list-style-type: none"> • Scheduling/time management • Team building • Technical literacy • Technology 	
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13.3 Career Readiness and Retention

Pennsylvania's public schools shall teach, challenge and support every student to realize his maximum potential and to acquire the knowledge and skills needed to:

<p>A. Evaluate personal attitudes and work habits that support career retention and advancement.</p>	<p><i>Addressed in:</i> Lesson 4.11: Developing a Work Ethic Lesson 4.12: Practicing Teamwork Lesson 4.13: Providing Customer Service Lesson 4.14: Problem Solving in the Workplace Lesson 4.15: Responding to Feedback Lesson 4.16: Negotiating an Agreement</p>
<p>B. Evaluate team member roles to describe and illustrate active listening techniques:</p> <ul style="list-style-type: none"> • Clarifying • Encouraging • Reflecting • Restating • Summarizing 	<p><i>Addressed in:</i> Lesson 1.11: Using Active Listening Lesson 1.12: Collaborating Effectively Lesson 4.12: Practicing Teamwork Lesson 4.13: Providing Customer Service Lesson 4.14: Problem Solving in the Workplace Lesson 4.15: Responding to Feedback</p>
<p>C. Evaluate conflict resolution skills as they relate to the workplace:</p> <ul style="list-style-type: none"> • Constructive criticism • Group dynamics • Managing/leadership • Mediation • Negotiation • Problem solving 	<p><i>Addressed in:</i> Lesson 3.8: Responding to Conflict Lesson 3.9-11: Using a Problem-Solving Approach - Parts 1-3 Lesson 4.14: Problem Solving in the Workplace* Lesson 4.15: Responding to Feedback* Lesson 4.16: Negotiating an Agreement</p>
<p>D. Develop a personal budget based on career choice, such as, but not limited to:</p> <ul style="list-style-type: none"> • Charitable contributions • Fixed/variable expenses • Gross pay • Net pay • Other income • Savings • Taxes 	<p><i>Addressed in:</i> Lesson 4.17: Building a Budget Lesson 4.18: Developing Financial Literacy</p>

E. Evaluate time management strategies and their application to both personal and work situations.	<i>Addressed in:</i> Lesson 1.6: Playing Plan-O-Rama Lesson 1.17: Focusing and Prioritizing
F. Evaluate strategies for career retention and advancement in response to the changing global workplace.	<i>Addressed in:</i> Lesson 2.12: Exploring Career Options
G. Evaluate the impact of lifelong learning on career retention and advancement.	<i>Not specifically addressed</i>

13.4 Entrepreneurship

Pennsylvania's public schools shall teach, challenge and support every student to realize his maximum potential and to acquire the knowledge and skills needed to:

A. Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.	<i>Not specifically addressed</i>
B. Analyze entrepreneurship as it relates to personal character traits.	<i>Not specifically addressed</i>
<p>C. Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to:</p> <ul style="list-style-type: none"> • Community based organizations (that is chambers of commerce, trade/technical associations, Industrial Resource Centers) • Financial institutions • School-based career centers • Small Business Administration services (that is SCORE, Small Business Development Centers, Entrepreneurial Development Centers) • Venture capital 	<i>Addressed in:</i> Lesson 3.20: Helping Others Lesson 4.12: Practicing Teamwork