The Academic Standards for Career Education and Work

“1” Statements for Curriculum Integration and Portfolio Development

Grades K-3

13.1.3 Career Awareness and Preparation
- I can list my interests and hobbies. (A)
- I can name things that I don’t like to do. (A)
- I can name a friend’s interests and hobbies. (A, B)
- I can name the things that my parents or family members do during their week. (C)
- I can name five (5) different jobs in my community. (D)
- I have watched three (3) people in my school or community, and I can describe what they do in their jobs. (E)
- I can name three (3) workers and tell you how they learned what they do on their jobs. (H)
- I can explain how important school is for my future career. (F, G)

13.2.3 Career Acquisition
- I have spoken in front of a small group of my friends in class. (A)
- I have listened to others speak, and I can listen for important facts. (A)
- I know that the Internet, newspapers and magazines are good places to look to learn about jobs. (B)
- I have written a letter to a friend or relative. (C)
- I have made a plan of activities that I want to do over the summer and next school year. (D)
- I have worked on a team in class with my friends. (D)
- I can use a computer to send messages to family and friends, to key and print a report for school, and to visit a website. (B)
- I know how many times I have been absent from school this year. (E)

13.3.3 Career Retention and Advancement
- I have talked to an adult about good work habits for success in school and at a job. (A)
- I can name three (3) habits that I have that will make me successful in school. (A, B)
- I can name one or more habits that I must change to be successful at school. (A)
- I can give examples of how I complimented and encouraged a friend. (C)
- I can name types of money and three (3) ways that money is used. (D)
- I can plan a weekly schedule for home and school. (E)
- I can tell you how my parents’/guardians’ role at home is different from their role at work. (F)
- I have talked to adults about what they learn at their jobs and how it helps them to do a good job. (G)

13.4.3 Entrepreneurship
- I have met a business owner and I know what he/she does. (A)
- I can describe work habits that help a business owner to be successful (flexibility, positive attitude, risk-taker, leader, etc.). (B)
- I have set up my own business activity to earn real or fake money (I.E., lemonade stand, pet care, crafts, etc.). (C)

Grades 4-5

13.5 Career Awareness and Preparation
- I can describe how my interests and skills will help me to choose a career. (A)
- I can explain the difference between traditional and non-traditional careers. (A, B)
- I have interviewed a person in a non-traditional career. (C)
- I can list five (5) different types of career training programs. (D)
- I have made a list of what is important to me in a career—working conditions, work schedule, salary, benefits, location etc. (E)
- I have interviewed three (3) adults to find out why they chose their careers and then reported their career stories. (F)
- I have started to collect items for my career portfolio. (G)
- I have made a list of my skills and interests and have begun to match them to careers. (H)

13.2.5 Career Acquisition
- I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. (D)
- I can describe a budget and why it is necessary. (D)
- I can describe a team and how the team members work together to achieve a goal. (B)
- I have learned to accept others’ opinions even when I don’t agree with them. (C)
- I can describe how my interests and skills will help me to choose a career. (A)
- I can describe a budget and why it is necessary. (D)
- I can give five (5) examples of good work habits that I demonstrate. (Examples of good work habits are dependability, communication, initiative, time management, teamwork, and technical literacy). (E)

13.3.5 Career Retention and Advancement
- I can describe five (5) attitudes and work habits that are important both at school and at home. (A)
- I can describe a team and how the team members work together to achieve a goal. (B)
- I have spoken in front of a small group of my friends in class. (A)
- I have learned to accept others’ opinions even when I don’t agree with them. (C)
- I have listened to others speak, and I can listen for important facts. (A)
- I can state the difference between a personal and a business letter. (C)
- I have written a letter to a business person. (C)
- I have interviewed an entrepreneur to learn the good and bad aspects of their related employment possibilities. (C)
- I can state the difference between a personal and a business letter. (C)
- I have written a letter to a business person. (C)
- I have researched three (3) different types of career training programs and their related employment possibilities. (D)
- I can list five careers in demand in the area where I live. (A)
- I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. (D)
- I can describe a budget and why it is necessary. (D)
- I can describe my schedule both at school and at home. (E)
- I have researched three (3) adults to find out why they chose their careers and then reported their career stories. (F)
- I have started to collect items for my career portfolio. (G)
- I have made a list of my skills and interests and have begun to match them to careers. (H)

13.4.5 Entrepreneurship
- I can describe how my interests and skills will help me to choose a career. (A)
- I can explain the term entrepreneurship. (A)
- I have researched three (3) different types of career training programs and their related employment possibilities. (D)
- I can list five careers in demand in the area where I live. (A)
- I understand how the global economy influences each person’s job opportunities, earnings and the rate of unemployment in our area. (E)
- I have researched or researched an entrepreneur to learn about his/her work skills. (B)
- I have researched a business to find out how their goods or services are sold. (C)
- I have interviewed an entrepreneur to learn the good and bad aspects of his/her business. (B)
- I have researched or researched an entrepreneur to learn about his/her work skills. (B)
- I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. (D)
- I can describe a budget and why it is necessary. (D)
- I can describe how my interests and skills will help me to choose a career. (A)
- I can explain the difference between traditional and non-traditional careers. (A, B)
- I can list five non-traditional careers for both boys and girls. (C)
- I have written a career plan with goals, assessments, interests, abilities, and post-secondary plans. (G)
- I can list ten (10) careers that match my interests and abilities. (A, B)
- I have interviewed three (3) adults to find out why they chose their careers and then reported their career stories. (F)
- I have started to collect items for my career portfolio. (G)
- I have made a list of my skills and interests and have begun to match them to careers. (H)
- I have interviewed an entrepreneur to learn the good and bad aspects of his/her business. (B)
- I have researched or researched an entrepreneur to learn about his/her work skills. (B)
- I can explain the term entrepreneurship. (A)
- I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. (D)
- I can describe a budget and why it is necessary. (D)
- I can describe my schedule both at school and at home. (E)
- I can give five (5) examples of good work habits that I demonstrate. (Examples of good work habits are dependability, communication, initiative, time management, teamwork, and technical literacy). (E)
- I can give five (5) examples of good work habits that I demonstrate. (Examples of good work habits are dependability, communication, initiative, time management, teamwork, and technical literacy). (E)
- I can give an example of how a person’s career changes (promotions, transfers, etc.) and why it’s important to keep learning. (F, G)
13.2.8 Career Acquisition

- I have made a formal speech in front of others. (A)
- I can list five (5) effective listening skills and can demonstrate these skills in a role-play situation. (A)
- I have used three (3) different resources to research three (3) regional job openings linked to my interests and abilities. (B)
- I have completed a formal job application. (C)
- I have drafted a resume. (C)
- I have written a thank-you letter after an interview. (C)
- I have assembled my written career plan and goals in a portfolio along with my awards, achievements, school work, and projects. (D)
- I can describe five (5) workplace skills* that I will need in my future career. (E)

*Attitude, punctuality/attendance, commitment, communication, dependability, initiative, time management, teamwork, technical literacy, and getting along with others.

13.3.8 Career Retention and Advancement

- I have interviewed a worker to find out what attitudes and work habits helped him/her to get promoted and to keep his/her job. (A)
- I have worked with others on a team and can state each person’s contribution to the project. (B)
- I have discussed various conflict resolution skills in a group setting and can use them to solve a problem. (C)
- I have set up a sample budget with imaginary expenses and income to understand importance of financial planning. (D)
- I have developed a weekly and a monthly time schedule and kept track of events in a daily/weekly planner. (E)
- I have interviewed a person with a disability and asked him/her how it affected his/her career planning and goals. (F)
- I have interviewed a person who has been retrained for a new career. (G)

13.4.8 Entrepreneurship

- I have interviewed both someone who works for a company and a business owner to learn about the difference in their job security, wages, costs, and benefits. (A)
- I have interviewed 3 business owners to learn the entrepreneurial qualities needed to be successful (B)
- I have started to develop a basic business plan after interviewing an entrepreneur. (C)
- I have discussed with my teacher or parent the basic components of a business plan (competition, daily operations, finances, marketing, and resource management) as applied to the creation of a new business. (C)

Grades 9-12

13.1.11 Career Awareness and Preparation

- I have completed at least two (2) self-assessments (interest, aptitude, personality, and values). (A)
- I have reviewed my career options based on my self-assessments, experiences, and achievements. (B)
- I have researched five to ten careers that match my interests and aptitudes. (B, C)
- I have participated in three of the following: (D)
  - Community service
  - Cooperative education/Internship
  - Job shadowing and/or career-focused field trips
  - Part-time employment
  - School-based enterprise
  - Industry-based career programs

13.4.11 Entrepreneurship

- I have compared working in the corporate environment with starting my own business in order to achieve career goal. (A)
- I can give three (3) examples of how entrepreneurial traits (adaptability, ethical behavior, leadership, positive attitude, and risk-taking) match - or don’t match - my personality. (B)
- I developed a business plan using entrepreneurial resources. For example, I used information from the career center at school, community-based organizations, and financial institutions when planning my future. (C)