

January 2005 - Career-Related Learning Standards Scoring Guide

	PERSONAL MANAGEMENT	PROBLEM SOLVING	COMMUNICATION	TEAMWORK	EMPLOYMENT FOUNDATIONS	CAREER DEVELOPMENT	OVERALL SCORE
	Exhibit appropriate work ethic and behaviors in school, community, and/or workplace.	Apply decision-making and problem-solving techniques in school, community, and/or workplace.	Demonstrate effective communication skills to give and receive information in school, community, and/or workplace.	Demonstrate effective teamwork in school, community, and/or workplace	Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.	Demonstrate career development skills in planning for post-high school experiences.	
3 ABOVE STANDARD	☐	☐	☐	☐	☐	☐	☐
2 MEETS STANDARD	<ul style="list-style-type: none"> • Identifies tasks and initiates a plan of action to complete tasks. • Completes tasks on time and meets established standards of quality. • Takes responsibility for actions and anticipates consequences. • Maintains regular attendance and is on time. • Interacts appropriately with others. 	<ul style="list-style-type: none"> • Accurately identifies problems. • Locates information that leads to solutions. • Identifies and evaluates alternative solutions. • Selects a solution and a course of action. • Plans and carries out a course of action. • Assesses results. 	<ul style="list-style-type: none"> • Communication (e.g., written, oral, visual) is clear, accurate, organized, and appropriate to audience. • Uses traditional and technological methods to locate and convey information. • Uses technical and instructional materials for information and to carry out a task. • Listens attentively and summarizes key elements of verbal and non-verbal communication. • Gives and receives feedback in a positive manner. 	<ul style="list-style-type: none"> • Identifies and assumes roles within a team. • Works productively with others (e.g., negotiates, compromises, builds consensus, shares decision making, sets goals, manages conflict). 	<ul style="list-style-type: none"> • Applies academic and technical knowledge and skills in a career context. • Selects, applies, and maintains tools and technologies appropriate for the workplace. • Identifies parts of an organization or system and how work moves through an organization or system. • Describes how changes in the workplace affect individuals and a work organization or system. • Follows safety, regulatory, and/or ethical practices in the work environment. • Demonstrates appearance and hygiene appropriate for the workplace. 	<ul style="list-style-type: none"> • Assesses personal knowledge and skills related to education and career goals. • Shows evidence of post-high school planning (e.g., researches careers and educational options, develops a plan to achieve goals). • Evaluates education and career goals to determine if they should change. • Utilizes job-seeking skills (e.g., writing resumes, completing applications, participating in interviews). 	Evidence in the collection is adequate and demonstrates overall proficiency across all Career-Related Learning Standards.
1 BELOW STANDARD	☐	☐	☐	☐	☐	☐	☐
0 Insufficient Evidence	☐	☐	☐	☐	☐	☐	☐
Note where evidence is found:							

January 2005 - Extended Application Standard Scoring Guide

Apply and extend academic and career-related knowledge and skills in new and complex situations appropriate to the student's personal, academic, and/or career interests and post-high school goals.

	RELEVANCE	RIGOR	REFLECTION	OVERALL SCORE
	Demonstrates evidence of personal relevance.	Applies and extends academic* and specialized knowledge and skills to new situations.	Reflects on learning and connection to post-high school goals.	
3 ABOVE STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Above standard means that evidence is thorough, in-depth, insightful, or exceptional in some way.			
2 MEETS STANDARD	<ul style="list-style-type: none"> • Demonstrates a connection to post-high school goals and plans as they have developed or evolved. • Shows evidence of new learning, ideas, results, or conclusions appropriate to the student's personal, academic, and/or career interests and post-high school goals. 	<ul style="list-style-type: none"> • Applies academic* and specialized knowledge and skills appropriate to the student's personal, academic, and/or career interests and post-high school goals and plans. • Applies academic* and specialized knowledge and skills in complex or non-routine situations where there is some individual responsibility and autonomy. 	<ul style="list-style-type: none"> • Reflects on relevance of evidence (i.e., connection to post-high school goals and plans, and evidence of new learning, ideas, results, or conclusions). • Reflects on rigor of evidence (i.e., application of appropriate academic and specialized knowledge and skills in complex or non-routine situations). 	Evidence in the collection is adequate and demonstrates overall proficiency in applying relevant and rigorous academic and career-related knowledge and skills.
1 BELOW STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Below standard means that the evidence meets sufficiency criteria, but is weak, incomplete, inappropriate, or limited in some way.			
0 Insufficient Evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note where evidence is found:				

*The term academic should be interpreted broadly to include any knowledge and skills that are appropriate to a student's area of focus.