



# The Academic Standards for Career Education and Work “I” 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

### 13.1.5 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 am polite when talking with others and use proper English speaking skills. (A)
- \_\_\_\_\_ I have read an ad for a job both on the Internet and in a newspaper. (B)
- \_\_\_\_\_ 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 updated my career portfolio, including awards, special projects, and school work. (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 learned to accept others' opinions even when I don't agree with them. (C)
- \_\_\_\_\_ I can describe a budget and why it is necessary. (D)
- \_\_\_\_\_ I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. (D)
- \_\_\_\_\_ I can describe my schedule both at school and at home. (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)

### 13.4.5 Entrepreneurship

- \_\_\_\_\_ I can explain the term entrepreneurship. (A)
- \_\_\_\_\_ I have interviewed an entrepreneur to learn the good and bad aspects of his/her business. (B)
- \_\_\_\_\_ I have interviewed or researched an entrepreneur to learn about his/her work skills. (B)
- \_\_\_\_\_ I have interviewed or researched a business to find out how their goods or services are sold. (C)

## Grades 7-8

### 13.1.8 Career Awareness and Preparation

- \_\_\_\_\_ I can list ten (10) careers that match my interests and abilities. (A, B)
- \_\_\_\_\_ I can list five non-traditional careers for both boys and girls. (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. (E)
- \_\_\_\_\_ I understand how the global economy influences each person's job opportunities, earnings and the rate of unemployment in our area. (E)
- \_\_\_\_\_ I have made a list of my extracurricular activities and community experiences and can describe how they may influence my career development. (F)
- \_\_\_\_\_ I have written a career plan with goals, assessments, interests, abilities, and postsecondary plans. (G)
- \_\_\_\_\_ I have met with my 8th grade counselor and my parents to list courses and extracurricular plans for high school, matched to my academic and career goals. (H)



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## 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

### 13.1.12 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

- \_\_\_\_\_ Based on research, self-assessment, as well as school and work experiences, I can select my future career path. (E)
- \_\_\_\_\_ My career goals have influenced my high school course selection. (E)
- \_\_\_\_\_ I attended a college fair and researched postsecondary training programs, and I can determine the training needed for careers in my interest area. (F)
- \_\_\_\_\_ I understand postsecondary education and certification programs and the degrees awarded in those programs. (F)
- \_\_\_\_\_ I updated my career portfolio and I am looking at postsecondary options that relate to my career goals. (G, H)

### 13.2.12 Career Acquisition

- \_\_\_\_\_ I have participated in an interview and demonstrated effective speaking and listening skills. (A)
- \_\_\_\_\_ I have used Internet-based systems to research a career field in my area of interest. (B)
- \_\_\_\_\_ I have used newspapers and professional associations to research employment prospects in my career field. (B)
- \_\_\_\_\_ I have registered my resume on the Career Link system. (C)
- \_\_\_\_\_ I have completed a job application. (C)
- \_\_\_\_\_ I have completed a cover letter. (C)
- \_\_\_\_\_ I have an up-to-date resume. (C)
- \_\_\_\_\_ I use my career portfolio when making career decisions. (D)
- \_\_\_\_\_ I can demonstrate workplace skills\* by citing specific examples from my academic and work history. (E)

\*Workplace skills include attitude, punctuality/attendance, commitment, communication, dependability, initiative, time management, teamwork, technical literacy, and getting along with others.

### 13.3.12 Career Retention and Advancement

- \_\_\_\_\_ Based on my school and work/volunteer experiences, I can describe what I need to do to get and to keep a job. (A)
- \_\_\_\_\_ I contributed to a project's successful outcome while working on a team. (B)
- \_\_\_\_\_ I have used listening techniques such as clarifying, encouraging, restating, and summarizing when working as part of the team. (B)
- \_\_\_\_\_ I can give examples of how I used mediation, negotiation, and problem solving in the workplace to diffuse and/or resolve conflict. (C)
- \_\_\_\_\_ I have estimated a personal budget based on an amount for a realistic income in my chosen career. (D)
- \_\_\_\_\_ I can give three (3) examples of time management strategies, which help me at school and/or on the job. (E)
- \_\_\_\_\_ I have evaluated how the global workplace affects my chosen career, and I can describe strategies needed to respond to change. (F)
- \_\_\_\_\_ I can give five (5) examples of people who have advanced in their careers through continued learning. (G)

### 13.4.12 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)