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# CW High School

## Academic & Career Planning

### 1. Reading and Writing (5.00%)

#### Learning Targets

1.1 I can read to identify and explain the central idea of a topic-specific text while also determining supporting details used and summarizing information accurately.

Learning Target	Descriptor	Definition
4	Proficient	I can read to identify and explain the central idea of a topic-specific text while also determining supporting details used and summarizing information accurately.
3	Developing	I can read to identify and explain the central idea of a topic-specific text while also determining supporting details used.
2	Basic	I can read to identify the central idea of a topic-specific text while also determining supporting details used.
1	Minimal	I can read to identify the central idea of a topic-specific text.
0	No Evidence	No evidence shown.

1.2 I can produce clear and coherent writing, with sound conventions and mechanics, in which the development, organization, and style are appropriate to the task.

Learning Target	Descriptor	Definition
4	Proficient	I can produce clear and coherent writing, with sound conventions and mechanics, in which the development, organization, and style are appropriate to the task.
3	Developing	I can produce coherent writing, with minimal errors in conventions and mechanics, in which the development and organization are appropriate to the task.
2	Basic	I can produce coherent writing, with few errors in conventions and mechanics, with evident organization and appropriate to the task.
1	Minimal	I can produce coherent writing appropriate to the task.
0	No Evidence	No evidence shown.



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### 2. Values and Interests (5.00%)

#### Learning Targets

2.1 I can analyze my work values, learning styles, personality styles, strengths, and abilities and how they relate to my career interests.

Learning Target	Descriptor	Definition
4	Proficient	I can analyze my work values, learning styles, personality styles, strengths, and abilities and how they relate to my career interests.
3	Developing	I can explain most aspects of my work values, learning styles, personalitys styles.
2	Basic	I can explain some aspects of my work values, learning styles, and personality styles.
1	Minimal	I can identify my work values, learning styles, and personality styles.
0	No Evidence	No evidence shown.

### 3. Career Exploration (10.00%)

#### Learning Targets

3.1 I can analyze my 2 career interests.

Learning Target	Descriptor	Definition
4	Proficient	I can analyze my 2 career interests.
3	Developing	I can apply my personal strengths, aptitudes and passions to determine my top 3 career clusters.
2	Basic	I can list occupations and pathways within the 16 career clusters.
1	Minimal	I can identify pathways and occupations within the 16 career clusters.
0	No Evidence	No evidence shown.

3.2 I can analyze the local labor market for a selected career.

Learning Target	Descriptor	Definition
4	Proficient	I can analyze the local labor market for a selected career.
3	Developing	I can explain how to use resources to locate employment and identify the labor market.
2	Basic	I can list resources used to locate employment.
1	Minimal	I can identify resources used to locate employment
0	No Evidence	No evidence shown.



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### 4. College Research and Information (10.00%)

#### Learning Targets

4.1 I can compare and contrast different post-secondary opportunities and apply these options to my career interest.

Learning Target	Descriptor	Definition
4	Proficient	I can compare and contrast different post-secondary opportunities and apply these options to my career interest.
3	Developing	I can explain aspects of post-secondary opportunities and apply some of these aspects to my career interest.
2	Basic	I can list the different post secondary opportunities available.
1	Minimal	I can identify different post secondary opportunities available.
0	No Evidence	No evidence shown.

### 5. Job Skills (10.00%)

#### Learning Targets

5.1 I can analyze the importance of soft skills and hard skills used in the workplace and apply my skills to workplace scenarios.

Learning Target	Descriptor	Definition
4	Proficient	I can analyze the importance of soft skills and hard skills used in the workplace and apply my skills to workplace scenarios.
3	Developing	I can explain various soft skills and hard skills used in the workplace.
2	Basic	I can list skills used in the workplace.
1	Minimal	I can identify soft skills and hard skills used in the workplace.
0	No Evidence	No evidence shown.



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### 6. Job Applications (10.00%)

#### Learning Targets

6.1 I can complete a professional job application that is legible and contains zero grammatical and mechanical errors by the application deadline.

Learning Target	Descriptor	Definition
4	Proficient	I can complete a professional job application that is legible and contains zero grammatical and mechanical errors by the application deadline.
3	Developing	I can complete a professional job application with 3-4 grammatical errors, mechanical errors, legibility, or deadline errors.
2	Basic	I can complete parts of a professional job application containing 7-8 grammatical errors, mechanical errors, legibility, or deadline errors.
1	Minimal	I can complete parts of a professional job application containing more than 10 grammatical errors, mechanical errors, legibility, or deadline errors.
0	No Evidence	No evidence shown.

### 7. Resumes (10.00%)

#### Learning Targets

7.1 I can examine employability skills and experiences to develop a professional resume with zero grammatical, formatting, and mechanical errors by the application deadline.

Learning Target	Descriptor	Definition
4	Proficient	I can examine employability skills and experiences to develop a professional resume with zero grammatical, formatting, and mechanical errors by the application deadline.
3	Developing	I can apply employability skills and experiences in a resume that contain 3-4 grammatical, formatting, mechanical, or deadline errors.
2	Basic	I can apply some employability skills and experiences in a resume that contains 7-8 errors.
1	Minimal	I can apply some employability skills and experiences in a resume that contains more than 10 errors.
0	No Evidence	No evidence shown.



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### 8. Cover Letters (10.00%)

#### Learning Targets

8.1 I can communicate skills and experiences by developing a professional cover letter with zero grammatical, mechanical, and formatting errors by the application deadline.

Learning Target	Descriptor	Definition
4	Proficient	I can communicate skills and experiences by developing a professional cover letter with zero grammatical, mechanical, and formatting errors by the application deadline.
3	Developing	I can communicate skills and experiences by developing a professional cover letter with 3-4 grammatical, mechanical, formatting errors, or deadline errors.
2	Basic	I can communicate skills and experiences by developing a cover letter with 7-8 errors.
1	Minimal	I can communicate skills and experiences by developing a cover letter with more than 10 errors.
0	No Evidence	No evidence shown.

### 9. Mock Interviews (10.00%)

#### Learning Targets

9.1 I can apply all parts of each section of the interview process to perform a professional mock interview (Preparation, Appearance, Skill Presentation and Responses, Language and Delivery, General Attitude and Personal Attributes).

Learning Target	Descriptor	Definition
4	Proficient	I can apply all parts of each section of the interview process to perform a professional mock interview (Preparation, Appearance, Skill Presentation and Responses, Language and Delivery, General Attitude and Personal Attributes).
3	Developing	I can apply aspects from each section of the interview process to perform a professional mock interview parts (Preparation, Appearance, Skill Presentation and Responses, Language and Delivery, General Attitude and Personal Attributes).
2	Basic	I can apply aspects from half of the sections the interview process to perform a professional mock interview (Preparation, Appearance, Skill Presentation and Responses, Language and Delivery, General Attitude and Personal Attributes).
1	Minimal	I can apply aspects from 1-2 sections of the interview process to perform a professional mock interview (Preparation, Appearance, Skill Presentation and Responses, Language and Delivery, General Attitude and Personal Attributes).
0	No Evidence	No evidence shown.



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### 10. Goal Setting (10.00%)

#### Learning Targets

10.1 I can analyze the importance of setting goals, including developing an academic, personal, and career SMART Goal.

Learning Target	Descriptor	Definition
4	Proficient	I can analyze the importance of setting goals, including developing an academic, personal, and career SMART Goal.
3	Developing	I can explain the importance of setting goals including partially writing a SMART Goal.
2	Basic	I can define a SMART Goal.
1	Minimal	I can identify a SMART Goal.
0	No Evidence	No evidence shown.

### 11. Professional E-Portfolio (10.00%)

#### Learning Targets

11.1 I can develop a professional e-portfolio that represents my high school career containing sections for education, activities, accomplishments, work experience and career plans.

Learning Target	Descriptor	Definition
4	Proficient	I can develop a professional e-portfolio that represents my high school career containing sections for education, activities, accomplishments, work experience and career plans.
3	Developing	I can develop an e-portfolio that contains most parts of my high school career.
2	Basic	I can develop a basic web page outlining my high school career.
1	Minimal	I can list all of my high school activities.
0	No Evidence	No evidence shown.

Submitted on 2/1/2022 by Kristen Goldsmith