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)