

CAREERS RUBRICS - Level 5

CAREERS 5.01

CC.LT 5.01 Demonstrates empathy and respect for people from diverse cultures in a meaningful way with the family and/or community in a leadership role.

	Advanced	Proficient	Developing	Emerging
Productive Attitude and Personal Qualities	Teaches others how to lead others and show empathy and respect for two or more diverse cultures within the family or community.	<ul style="list-style-type: none"> Leads activities that demonstrate empathy and respect for diverse cultures within the family or community in meaningful ways. Models three or more ways to show respect for the culture. 	<ul style="list-style-type: none"> Leads an activity that requires empathy and respect for a culture within the community. Reflects on ways to improve. 	<ul style="list-style-type: none"> Understands empathy for a culture and ways to show respect for that culture within the family or community.

CAREERS 5.02

CC.LT 5.02 Completes two case studies of chosen career that relates to problems conducting business in different countries. Demonstrates how to deal with job stress in positive ways.

	Advanced	Proficient	Developing	Emerging
People Skills	<ul style="list-style-type: none"> Uses real case studies to help others learn about five or more differences between business conducted in the USA and other countries. Teaches others positive ways to effectively deal with job stress. 	<ul style="list-style-type: none"> Lists at least five specific ways that business is conducted differently from the USA. Compares and contrasts at least two issues in-depth. Demonstrates three or more positive ways to effectively deal with job stress. 	<ul style="list-style-type: none"> Lists at least three specific ways that business is conducted differently from the USA. Demonstrates positive ways to effectively deal with job stress. 	<ul style="list-style-type: none"> Identifies some ways businesses are conducted differently than in the USA. Explores positive ways to effectively deal with job stress.

CAREERS 5.03

CC.LT 5.03 Develops plan with another student, as a mentor, to help them build skills in punctuality and attendance.

	Advanced	Proficient	Developing	Emerging
Punctuality and Attendance	<ul style="list-style-type: none"> Teaches others how to help others using strategies as outlined on proficient. 	<ul style="list-style-type: none"> Using known strategies, develops and implements a plan with another student to help them build skills in punctuality and attendance. Evaluates effectiveness of plan after two weeks and reflects on two or more ways to improve. 	<ul style="list-style-type: none"> Attempts to use strategies for helping others build skills in punctuality and attendance. 	<ul style="list-style-type: none"> Researches strategies for helping others build skills in punctuality and attendance.

CAREERS 5.04

CC.LT 5.04 Demonstrates valued work habits when working in teams including civility and fairness.

	Advanced	Proficient	Developing	Emerging
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Teaches others how to demonstrate civility and fairness when working in teams consistently to include the following: <ul style="list-style-type: none"> communication consensus building respect humility empathy compassion teamwork 	<ul style="list-style-type: none"> Demonstrates civility and fairness consistently when working in teams to include the following: <ul style="list-style-type: none"> communication consensus building respect humility empathy compassion teamwork 	<ul style="list-style-type: none"> Shows civility and fairness some times when working in teams, attempting to include the following: <ul style="list-style-type: none"> communication consensus building respect humility empathy compassion teamwork 	<ul style="list-style-type: none"> Researches ways to show civility and fairness when working in teams that include some of the following: <ul style="list-style-type: none"> communication consensus building respect humility empathy compassion teamwork

CAREERS 5.05

CC.LT 5.05 Demonstrates mastery of connections between theory and practice of resources by assisting a business partner to solve a problem in their industry or business.

	Advanced	Proficient	Developing	Emerging
Time and Resource Allocation	<ul style="list-style-type: none"> Teaches others how to collaborate as a team with a business partner to solve a real problem for their business. Assists others in learning how to present findings to an appropriate audience, using the oral scoring rubric. 	<ul style="list-style-type: none"> Successfully solves a problem for a real business using critical thinking and creative use of resources. Reflection and presentation of results outlines the process and at least one way to improve. Presents findings to an appropriate audience, using the oral scoring rubric. 	<ul style="list-style-type: none"> Works as a team with a business partner to identify a resource that needs improving. Presents findings to an appropriate audience, using the oral scoring rubric. 	<ul style="list-style-type: none"> Works as a team with a business partner to identify a resource that needs improving.

CAREERS 5.06

CC.LT 5.06 Prepares closing financial statements for a business.

	Advanced	Proficient	Developing	Emerging
Business Basics	<p>Teaches others how to</p> <ul style="list-style-type: none"> Prepare closing financial statements for a business (real or simulated) that includes: <ul style="list-style-type: none"> Balance Sheet Income Statement Statement of Owner's Equity Cash Flow Use charts or graphs to explain the financial health of the business and recommendations for future developments. 	<ul style="list-style-type: none"> Prepares closing financial statements for a business (real or simulated) that includes: <ul style="list-style-type: none"> Balance Sheet Income Statement Statement of Owner's Equity Cash Flow Uses charts or graphs to explain the financial health of the business and recommendations for future developments. 	<ul style="list-style-type: none"> Prepares closing financial statements for a business (real or simulated) that includes: <ul style="list-style-type: none"> Balance Sheet Income Statement Statement of Owner's Equity Cash Flow 	<ul style="list-style-type: none"> Learns what four financial statements businesses use for closing year-end books (real or simulated) that includes: <ul style="list-style-type: none"> Balance Sheet Income Statement Statement of Owner's Equity Cash Flow

CAREERS 5.07

<i>CC.LT 5.07 Refines Portfolio to include updated resume, events, awards, interests.</i>				
	Advanced	Proficient	Developing	Emerging
Information & Analysis, Technology & Communication	<ul style="list-style-type: none"> Teaches others how to organize (including resume, awards, and certificates) and present Portfolio to an appropriate audience using the oral scoring rubric. Presents own portfolio that is web-based. 	<ul style="list-style-type: none"> Edits Portfolio for presentation that includes grades, special activities, resume, awards, and certificates. Presents Portfolio to an appropriate audience using the oral scoring rubric. 	<ul style="list-style-type: none"> Presents Portfolio to an appropriate audience. 	<ul style="list-style-type: none"> Organizes Portfolio.

CAREERS 5.08

<i>CC.LT 5.08 Completes two job shadows and/or an internship for a week or more.</i>				
	Advanced	Proficient	Developing	Emerging
Career Decision Making & Job Seeking Models Customer Service	Teaches others how to <ul style="list-style-type: none"> Set up and practice skills for a quality internship. Show respect for customers using positive verbal and non-verbal communication. 	<ul style="list-style-type: none"> Completes two job shadows and/or internships for a week or more. Evaluation includes feedback from employers at “proficient” or higher. Demonstrates and practices with others respect for customers using positive verbal and non-verbal communication. 	<ul style="list-style-type: none"> Completes a job shadow or internship for a week or more. Evaluation includes feedback from employers at “proficient” or higher. Treats customers with respect, using positive verbal communication frequently. 	<ul style="list-style-type: none"> Completes a job shadow or internship for a week or more. Evaluation includes feedback from employer. Understands good customer skills and practices them sometimes.
Quality of Work	<ul style="list-style-type: none"> Helps co-workers complete tasks efficiently without supervision. Helps others define and practice quality. 	<ul style="list-style-type: none"> Completes tasks efficiently with little supervision. Performs activities that shows consistent pride in the work. 	<ul style="list-style-type: none"> Completes tasks with some supervision. Tasks are done with sufficient quality. 	<ul style="list-style-type: none"> Needs a lot of supervision. Marketing was little or none.
Portfolio	<ul style="list-style-type: none"> Helps others to complete a reflection and post on-line. 	<ul style="list-style-type: none"> Completes 1-page reflection for each experience and posts to on-line Portfolio. 	<ul style="list-style-type: none"> Completes 1-page reflection and posts to on-line Portfolio. 	<ul style="list-style-type: none"> Completes 1-page reflection.

CAREERS 5.09

<i>CC.LT 5.09 Practices leadership in activities that demonstrate “leadership traits”.</i>				
	Advanced	Proficient	Developing	Emerging
Leadership	Teaches others how to: <ul style="list-style-type: none"> Practice leadership traits that include personal stretch goals when leading a team through activities to build consensus and address hard issues. Reflect on strategies for improvement. 	<ul style="list-style-type: none"> Practices leadership traits that include personal stretch goals when leading a team through activities to build consensus and address hard issues. Reflects on strategies for improvement. 	<ul style="list-style-type: none"> Attempts leadership traits when leading a team through activities to build consensus and address hard issues. 	<ul style="list-style-type: none"> Explores leadership traits when leading a team through activities to build consensus and address hard issues.

CAREERS 5.10

<i>CC.LT 5.10 Coordinates or assists in hosting at least one business lunch at Highland.</i>				
	Advanced	Proficient	Developing	Emerging
Transition Skills	<ul style="list-style-type: none"> Teaches others specific steps on how host a business lunch at HTH. 	<ul style="list-style-type: none"> Arranges for business partner to conduct a lunch at HTH. Creates posters and recruits participants for lunch. Sends thank-you note to business partner. Demonstrates effective communication skills. 	<ul style="list-style-type: none"> Arranges for business partner to conduct a lunch at HTH. Creates posters and recruits participants for lunch. Practices effective communication skills. 	<ul style="list-style-type: none"> Arranges for business partner to conduct a lunch at HTH.

Careers Level 5 - FINAL PROJECT

	Advanced (Teaching Others)	Proficient (Mastered)	Developing (Almost There)	Emerging (Just Getting Started)
Careers Level 5 Final Project	<ul style="list-style-type: none"> Models/teachers others how to schedule and complete an oral exam. Presents to others a comprehensive view of Careers Level 5 (audience will understand what is expected for each of the five areas). Refines the oral scoring rubric. 	<ul style="list-style-type: none"> Demonstrates mastery of Level 5 Careers standards through oral exam. Demonstrates at least three standards. Uses oral scoring rubric for presentation. 	<ul style="list-style-type: none"> Demonstrates mastery of Level 5 Careers standards through oral exam. Demonstrates at least two standards. Uses oral scoring rubric for presentation. 	<ul style="list-style-type: none"> Demonstrates mastery of Level 5 Careers standards through oral exam. Uses oral scoring rubric for presentation.

**Final Project is at the discretion of the teacher and advisor. For older students, or students who easily have this level mastered, it may not be required.*