

GLOSSARY OF CAREER DEVELOPMENT TERMS

Apprenticeship - Registered apprenticeship describes those programs that meet specific federally approved standards designed to safeguard the welfare of apprentices. The programs are registered with the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor, or one of 27 State Apprenticeship Agencies or Councils approved by BAT. Apprenticeships are relationships between an employer and employee during which the worker, or apprentice, learns an occupation in a structured program sponsored jointly by employers and labor unions or operated by employers and employee associations.

Articulation - Articulation is the name given to programs that offer at least four years of sequential course work at the secondary and post-secondary levels to prepare students for technical careers. Programs typically begin in eleventh grade and result in an award of an associate's degree or certificate after two years of post-secondary training. Articulation is designed to build student competency in academic subjects and to provide broad technical preparation in a career area. Course work integrates academic and vocational subject matter and may provide opportunities for dual enrollment in academic and vocational courses at secondary and post-secondary institutions.

Career Awareness - Career awareness activities generally take place at the elementary level. They are designed to make students aware of the broad range of careers and /or occupations in the world of work, including options that may not be traditional for their gender race or ethnicity. Career awareness activities range from limited exposure to the world of work, through occasional field trips and classroom speakers, to comprehensive exposure. The latter may involve curriculum redesign, introduction of students to a wide span of career options, and integration with activities at the middle school level.

Career Cruising (www.farmington.k12.mi.us/edp) See Counseling Center for access information.

Career Days/Career Fairs - Career day activities are designed to help students think about their interests and abilities in relation to potential careers, and to meet people who can assist them in getting the necessary skills and experience for workforce success. Special events are typically held to allow students to meet with post-secondary educators, employers, employees, or human resource professionals to learn about education and work opportunities. Information may be distributed through brochures that students receive from visiting firms or school representatives, via formal or informal discussions held in the classroom, or during tours of a business or college.

Career Development - Career development is the process through which an individual comes to understand his or her place in the world of work. Students develop and identify their careers through a continuum of career awareness, career exploration and work exposure activities that help them to discern their own career path. Career development encompasses an individual's education and career related choices, and the outcome of those choices.

Career Exploration - Career exploration generally takes place at the middle and high school level and is designed to provide some in-depth exposure to career options for students. Activities may include the study of career opportunities in particular fields to identify potential careers, writing individual learning plans that dovetail with career majors offered at the high school level, or review of local labor market information.

Career Guidance & Counseling - As defined in the ACT, the term "career guidance and counseling" means, programs---(A) that pertain to the body of subject matter and related techniques and methods organized for the development in individuals of career awareness, career planning, career decision-making, placement skills, and knowledge and understanding of local, state and national occupational, educational, and ongoing market needs, trends and opportunities; (B) that assist individuals in making and implementing informed educational and occupational choices; and (C) that help students develop career options with attention to surmounting gender, race, ethnic, disability, language or socioeconomic impediments to career options and encouraging careers in nontraditional employment.

Career Major/Pathway - As defined in the ACT, the term "career major": means "a coherent sequence of courses or field of study that prepares a student for a first job and that---(A) integrates academic and occupational learning, integrates school-based and work-based learning, and establishes linkages between secondary schools and post secondary institutions; (B) prepares the student for employment in a broad occupational cluster or industry sector; (C) typically includes at least 2 years of secondary education and at least 1 or 2 years of post secondary education (D) provides the students, to the extent practicable, with strong experience in and understanding of all aspects of the industry the students are planning to enter; (E) results in the award of a high school diploma or its equivalent; a certificate or diploma recognizing successful completion of 1 or 2 years of post-secondary education (if appropriate); and a skill certificate; and (F) may lead to further education and training, such as entry into a registered apprenticeship program, or to admission to a 2- or 4-year college or university.

Career Readiness Certificate (National Career Readiness Certificate) – This certification is based on the WorkKeys job skills assessment system. Individuals who score at certain levels on three WorkKeys assessments – Applied Mathematics, Reading for Information, and Locating Information – will qualify for a certificate.

Co-op - Cooperative education is a structured method of instruction whereby students coordinate their high school studies with a job in a field related to their academic or occupational objectives. Students and participating businesses develop written training and evaluation plans to guide instruction, and students receive course credit for both their classroom and work experiences and are compensated for their work time.

Community Partnership Advisory Council - An advisory group consisting of business, administration, teachers and counselors that meet in order to facilitate, support, and foster mutually beneficial public, private and community sectors.

Curriculum Alignment - Curriculum alignment is when academic and vocational curricula are linked so that course content and instruction dovetail across and/or within subject areas. Curriculum alignment may take two forms: horizontal alignment, when teachers within a specific grade level coordinate instruction across disciplines, and vertical alignment, when subjects are connected across grade levels, in a cumulative manner, to build comprehensive, increasingly complex instructional programs.

Dual Enrollment - Dual enrollment is a program of study allowing high school students to simultaneously earn credits toward a high school diploma and a post-secondary degree or certificate. Written agreements formalize programs of study, the transfer of academic and vocational credits among institutions, and the role of secondary and post-secondary instructors. See page xvi.

Edmodo - User interface which has been described as similar to Facebook Using Edmodo, teachers can post grades and assign homework to students. Students can then submit the homework and view their grade. The transmission is fast and paper-less. Teachers eliminate crossposting through the creation of sub-groups within a course. After each course period is completed the teacher closes out the network and creates a new one for the next course.

EDP (Educational Development Plan) - Student document showing testing and evaluation of interests, aptitudes, abilities, work-based learning activities, and course work required to accomplish tentative career goals. This plan is updated on an annual basis.

Educator Job Shadowing - An educator shadows an employee at a business site for one or more days for the purpose of connecting the classroom to the world of work.

Externship - This is an opportunity for educators to gain relevant work experience in order to relate instructional practices to the real world. During this time, educators may work at a particular job at a site to learn specific skills or rotate throughout the firm to learn all aspects of the industry which they are employed.

Field Trips - A field trip is a hands-on learning experience that occurs outside of the school setting, increasing the student's interest and knowledge in the respective field.

Integrated Curriculum - Integrated curriculum is academic and occupational or career subject matter---taught in a manner that emphasizes relationships among the disciplines. Integrated curriculum may take many forms, ranging from the simple introduction of academics into traditional occupational courses to comprehensive programs that organize all instruction around career major themes. Internships may be:

1. Student internships are situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. Students' workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. These may or may not include financial compensation.
2. Teacher internships are work-site experiences of at least two weeks in duration for teachers. During this time, teachers may work at a particular job at the firm to learn specific skills, or rotate throughout the firm to learn all aspects of the industry in which they are employed. This may or may not include financial compensation.

Job Shadowing - Job shadowing is typically a part of career exploration activities in late middle and early high school. A student follows an employee at a firm for one or more days to learn about a particular occupation or industry. Job shadowing can help students explore a range of career objectives and select a career major for the latter part of high school.

Key Train- KeyTrain is a targeted curriculum written specifically to help people master the applied workplace skills as defined by the WorkKeys® system. As a Level 1 publisher, KeyTrain provides curriculum that is based on the WorkKeys targets for instruction and meets ACT's quality standards.

Mentor - Mentoring is a mutually supportive, one-on-one relationship between an adult and a student developed to help the student grow in their educational, social and personal lives.

Michigan Merit Exam (or equivalent State mandated testing) – The MME is an FPS graduation requirement. Students take the exams in their junior year. Administration dates are selected by the State of Michigan. MME will provide students with:

- A free college entrance exam score that can be used to apply to college.
- A free WorkKeys assessment that connects work skills, training, and testing to improve students' education and job opportunities (minimally through 2015-16).
- Michigan assessments that measure what students know that parents, educators and employers say is important in core subject areas.

Nontraditional Occupation and Employment - As defined in the Women Apprenticeship and Nontraditional Occupations Act, the term nontraditional Occupations Act, the term nontraditional occupations refers to occupations and jobs in which women/men make up 25 percent or less of the total number of workers.

Occupational Cluster - An occupational cluster is a grouping of occupations from one or more industries that share common skill requirements. Occupational clusters form the basis for developing national skill standards, organizing instruction in all aspects of an industry, establishing career academies, and creating career pathways or majors as part of school-to-work programs.

On-the-Job Training - On-the-job training is hands-on training in specific occupational skills that students receive as part of their workplace experiences.

Personal Curriculum – The personal curriculum is an option initiated by the parent/legal guardian or an emancipated student that modifies certain requirements of the Michigan Merit Curriculum and allows a district to award a regular high school diploma to students who successfully completed their personal curriculum.

Phi Beta Kappa – Phi Beta Kappa is a national organization that honors exceptional academic students. To be eligible, a graduating senior must have maintained a 3.75 GPA in academic subjects for 10th grade, 11th grade, and the first semester of 12th grade. Phi Beta Kappa considers letter grades from English, foreign language, lab sciences, math, and social studies classes.

PLTW – Project Lead the Way EMAILED AND ASKED FOR A DEFINITION

Portfolio - A portfolio is a collection of work that documents a student's educational performance over time. While there is no standard format that a portfolio must take, it typically includes a range of materials (e.g., reports, photographs selected by the student. A brief introduction and summary statement may describe how the portfolio was assembled and what was learned in the compilation process. Portfolios may be used for a variety of purposes; including increasing student learning opportunities and helping student learning opportunities helping students demonstrate a wide variety of skills. Instructors report that the portfolio process can increase collaboration with students, provide an alternative means of observing students' cognitive and academic progress, help drive program improvement and foster professional development by helping teachers to organize and manage their curriculum.

Post-secondary Educational Institution - A post-secondary educational institution is a school that provides formal instructional programs with a curriculum designed primarily for students who have completed the requirements for a high school diploma or equivalency certificate. This includes programs of an academic, vocational and continuing professional education purpose, but excludes vocational and adult basic education programs.

Private Career School - As defined by the U.S. Department of Education, a proprietary institution is "an educational institution that is under private control but whose profits derive from revenues subject to taxation." Private career schools typically include post-secondary institutions that are independently owned and operated as a profit-making enterprise.

Service Learning - Service learning is an instructional method that combines community service with a structured school-based opportunity for reflection about that service, emphasizing the connections between service experiences and academic learning. Although most service-learning activities vary by educational purpose, most programs balance students' need to learn with recipients' need for service. Students benefit by acquiring skills and knowledge, realizing personal satisfaction and learning civic responsibility, while the community benefits by having a local need addressed.

Skill Certificate - A skill certificate is a portable, industry recognized credential that certifies the holder has demonstrated competency on a core set of content and performance standards related to an occupational cluster area. This skill certificate serves as a signal of skill mastery at industry-benchmarked levels, enabling students to obtain employment within their community, state, or elsewhere in the nation. When issued by a School-to-Work Opportunities Act program under an approved state plan, state-developed skill standards used for certification purposes must be at least as challenging as standards ultimately endorsed by the National Skill Standards Board.

Special Programs - Business Seminars: a one day event for students in selected classes, at the high school level, to meet with experts in their field. The day's events could include ethical scenarios, marketing case studies, or other real world applications. The events take place at the business site.

Student Job Shadowing: A student shadows an employee at a business site for one or more days for a better understanding of the career field.

Technical Education - Technical education is a program of vocational instruction that prepares individuals for positions, such as draftsman or lab technician, in different occupational areas requiring a range of skills and abilities. Technical education typically includes the study of the sciences and mathematics underlying a technology, as well as the methods, skills, the materials commonly used and the services performed in the technology.

True Colors - Self-administered assessment of temperament; provides insight into oneself and one's interaction with others

Vocational Education - As defined by the U.S. Department of Education, vocational education consists of "organized education programs, services, and activities that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career that does not require a baccalaureate or an advanced degree. Secondary and post-secondary vocational course work is typically offered in three areas: (1) Consumer & homemaking education---courses intended to prepare students for roles outside the paid labor market. Topics include childcare, meal preparation, nutrition, and household management (2) General labor market preparation---courses that teach general employment skills without necessarily preparing students for paid employment in a specific field. Instruction includes introductory word processing, industrial courses, business education, and work experience and career exploration. (3) Specific labor market preparation---courses that reach skills and provide information required in a particular vocation. Areas of specific labor market preparation include: agriculture, business, marketing, and distribution, health, occupational home economics (i.e., preparation for paid employment in the service sector), trade and industry, and technology and communication.

WorkKeys - WorkKeys is a national testing system designed to improve workplace skills and to help individuals equate learning with earning.

Work-Site Based Learning – High school Work-Site Based Learning is a combination of school-based preparation and actual work-site experiences designed to enable students to acquire positive attitudes, skills, and knowledge for career and other life roles in authentic settings. The IEP committee is the decision-making team regarding the placement of students with disabilities into one or more of these experiences. These one-term courses can be taken more than once, however, a student may not exceed a total of 4 credits towards graduation.