

Appendix B
ILP and EAP

Highland Tech High - ILP Form

Student's Name: _____

Date: _____

Division: _____

STANDARD(S):

PROJECT:

Skills

Analytical

Contextual

PLAN:

POSSIBLE CHALLENGES:

EVALUATION:

	<i>Advanced</i>	<i>Proficient</i>	<i>Developing</i>	<i>Emerging</i>

REFLECTION:

Explains what was learned

Includes goals for improvement

Student: _____

Advisor: _____

Parent: _____

Teacher: _____



EDUCATING FOR LEADERSHIP, EDUCATING FOR LIFE

Off Campus Activity Procedures

Plan

1. Schedule reflects employment hours
2. Meet with Career Counselor and create ILP for missing content areas
3. Schedule bi-weekly conference with Career Counselor
4. Complete Off Campus Activity Application

Do

1. Attend activities
2. Evaluation rubric completed by off campus facilitator monthly
3. Check in with Career Counselor bi-weekly to evaluate, mark standards and revise plan as needed

Evaluate

1. Meet with Advisor and Parents to discuss success of the activity

Revise

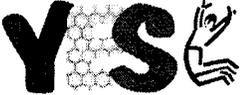
1. Continue successful activity
(or)
2. Revisit ILP for modifications

Student's Name:

Employer:

Date:

Please check the box that most accurately describes your assessment of the participant.

 Youth Employability Skills	Exemplary (Exceeds Requirements)	Acceptable (Must Have)	Developing (Has Potential)	Deficient (Counterproductive OR Not Engaged)	N/A (Not Applicable)
★ Productive Attitude & Personal Qualities	HTH Careers 3.01				
Demonstrates personal character (For example: honesty, ethics, integrity)					
Uses time efficiently without sacrificing quality					
Works safely					
Shows courtesy and respect (tact)					
Is willing to learn					
★ People Skills	HTH Careers 3.02				
Contributes as a team member <ul style="list-style-type: none"> • Values others' input • Accepts feedback 					
Builds constructive and effective relationships (customers, subordinates, supervisors, peers)					
★ Punctuality & Attendance	HTH Careers 3.03				
Arrives at work site/station on time					
Is prepared for the work day					
Observes company policy regarding scheduled and unanticipated absences					
★ Critical Thinking & Problem Solving	HTH Careers 3.04				
Identifies the problem, reviews cause & effect, selects best solution within system					
Utilizes logic, research, innovation, future visioning and creativity.					
★ Time and Resource Allocation	HTH Careers 3.05				
Dependable in work assignments					
Meets deadlines					
★ Business Basics	HTH Careers 3.06				
Understands employers organization and mission					
Supports employer's standards					
Responds to customer's expectations					
Appropriately dressed and groomed					
Understands business concepts (P/L, RO1)					
★ Information & Analysis, Technology & Communication	HTH Careers 3.07				
Demonstrates communication skills necessary to accomplish work					
Collects and interprets relevant information accurately					
Appropriately uses workplace technology					
Comments (you may use the back of the sheet for additional comments):					

Want a Great Career?

Alaskan Employers Expect:

Skills/Competencies

Reading

Able to comprehend written material and take appropriate action.

Speaking

Expresses ideas clearly and concisely to individuals and in groups; has good customer communication skills; gives clear directions.

Writing

Spells correctly; writes legibly; expresses ideas clearly and concisely; writes a business letter; & fills out forms properly.

Listening

Able to comprehend what is said and take action.

Math Computation

Able to apply basic skills with accuracy in addition, subtraction, division, multiplication and use of fractions and percentages to accomplish work.

Problem Solving

Can identify source of problem; demonstrates good common sense; is creative and innovative.

Information Management & Technology

Able to use computers to process information; familiar with common technology applications & tools in the workplace.

Knowing How to Learn

Able to teach oneself new skills; able to seek and use new information appropriately.

Applying What is Learned

Possesses various skills including the more complex kinds of thinking, such as reasoning, analysis, and problem solving.

Working with Others

Able to work as a productive team member; able to share information.

Business Process

Eager to learn the principles of business.

Looking for Work

Able and confident to identify job opportunities, to complete a job application, to prepare a résumé, and to promote himself/herself during an interview.

Work Attitudes

Responsible / Self-Disciplined

Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer.

Willing to Learn/Pride in Doing a Good Job

Is flexible, willing, and able to respond to change in work assignments or learn new technology and new ways of doing things; is willing to do the job over until he/she gets it done right.

Safety-Conscious

Always thinks about safety in every aspect of the job; takes responsibility for his/her own actions and notices and corrects unsafe situations in the workplace; does not always have to be told to use safe procedures; concerned for the safety of others.

Manages Stress and Personal Problems

Deals with job pressures in a positive way; does not let personal problems interfere with getting the work done, either by being distracted at work or by failing to come to work or be on time.

Positive Outlook

Views the good in situations and works constructively to solve problems; has a positive self-image; is self-confident; sets personal goals.

Follows the Rules

Performs tasks in the prescribed manner; doesn't break rules but will help change rules if they should be changed.

Good Team Member

Shares information; works well and credits (praises) other workers; puts the team above personal interests.

Respects Others

Has good manners; shows common courtesy; appreciates multicultural diversity.

Willing to Earn Reward

Able to see long term results of efforts on the job and put in time and effort before expecting a promotion.

Work Values ("Work Ethic")

Honesty and Integrity

Bases actions on a personally held set of values; can be trusted to follow the rules even when supervisors are not present; keeps his/her word.

Good Manners

Always shows courtesy and respect toward others.

Accepts Advice, Supervision, Criticism

Has high self-esteem and does what is asked; accepts criticism and uses it to improve.

Dependability / Follow Through

Works diligently to complete tasks, alerts supervisor to problems or delays so that there are no surprises about work not being done.

Good Attendance / On Time

Can be depended upon to be at work except for very good reasons, such as illness or death in the family; ready to begin work on time.

Accuracy of Work / No Waste

Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards.

Pride & Productivity in Work

Shows initiative; is ambitious; figures out how to get the job done; works as efficiently as possible to get the job done--well.

These critical skills, values, & attitudes were identified by CEOs, personnel directors, and other employer representatives, and revised by Alaska's Youth: Ready for Work, following review by parents, educators, students, & other community members.



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