

## HTH Careers Standards Level 4

	STANDARD	ADVANCED	PROFICIENT	DEVELOPING	EMERGING
CC.LT 4.01	Models wise use of time and resources.	<ul style="list-style-type: none"> <li>Teaches others how to set a timeline for graduation, identifying specific goals and deadlines.</li> <li>Not on Academic Review</li> <li>Teaches others how to develop and complete action plans.</li> </ul>	<ul style="list-style-type: none"> <li>Sets timeline for graduation, identifying specific goals and deadlines.</li> <li>Not on Academic Review</li> <li>Helps others to develop and complete action plans.</li> </ul>	<ul style="list-style-type: none"> <li>Sets goals for graduation.</li> <li>Models for others how to develop and complete action plans.</li> </ul>	<ul style="list-style-type: none"> <li>Sets goals for graduation.</li> </ul>
CC.LT 4.02	Dependable for work assignments, group and individual projects, and volunteer activities, utilizing resources from the community.	<ul style="list-style-type: none"> <li>Teaches others how to keep a record of when due dates are coming up, and create a plan for keeping the schedule within reason.</li> <li>Finds ways to help business partners provide resources needed for projects and feel valued for their contributions.</li> </ul>	<ul style="list-style-type: none"> <li>Keeps a record of when due dates are coming up, and has a plan for keeping the schedule within reason.</li> <li>Connects with business partners to find resources needed for projects.</li> <li>Others look to your leadership in</li> </ul>	<ul style="list-style-type: none"> <li>Creates a plan for keeping personal schedule within reason.</li> <li>Looks up business partners to find resources needed for projects.</li> </ul>	<ul style="list-style-type: none"> <li>Explores making a plan for keeping personal schedule within reason.</li> </ul>
CC.LT 4.03	Mentors others on tools and processes for critical thinking and creative problem solving.	<ul style="list-style-type: none"> <li>Works with a business partner to help solve a real-life problem for their business.</li> </ul>	<ul style="list-style-type: none"> <li>Mentors other students in steps for problem solving.</li> <li>Helps others brainstorm possible solutions to problems that are different from the normal thinking.</li> <li>Helps others see the value of using process tools to save time and energy.</li> </ul>	<ul style="list-style-type: none"> <li>Mentors other students in steps for problem solving.</li> <li>Helps others brainstorm possible solutions to problems.</li> </ul>	<ul style="list-style-type: none"> <li>Shares with other students steps for problem solving.</li> </ul>
CC.LT 4.04	1) Global Business Ethics & Etiquette 2) Outsourcing and Other Current Issues in Business 3) Effective, Active Listening and Responding 4) Economic Basics (Market Changes; Profit/Loss; Macro/Micro Economics) 5) Business Administration and Management 6) Marketing 7) Accounting Basics 8) Financial Basics (Loans, Credit Cards, Bank Accounts, Investments)	<ul style="list-style-type: none"> <li>All of "proficient" plus helps organize a mini-course for one of the business topics.</li> </ul>	<ul style="list-style-type: none"> <li>Researches and discusses concepts presented for specific business area of study.</li> <li>Demonstrates mastery of knowledge for specific area of study through oral or written exam.</li> <li>Creates a project or presentation to apply learning to a real or simulated situation.</li> </ul>	<ul style="list-style-type: none"> <li>Explores concepts presented for specific business area of study.</li> <li>Takes an oral or written exam.</li> </ul>	<ul style="list-style-type: none"> <li>Selects a specific business area to study.</li> </ul>
CC.LT 4.05	Reads and writes business communication and technology with ease.	<ul style="list-style-type: none"> <li>Teaches others how to evaluate a business document (business plan, marketing report, stakeholder notices, grant report, etc.) accurately.</li> <li>Mentor them to present their theory of possible next steps to an audience.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates a business document (business plan, marketing report, stakeholder notices, grant report, etc.) accurately.</li> <li>Predicts possible next steps for the business, defending action citing the document.</li> <li>Communicates theory to an audience, using feedback to reflect on ways to improve.</li> </ul>	<ul style="list-style-type: none"> <li>Selects a business document (business plan, marketing report, stakeholder notices, grant report, etc.) to review.</li> <li>Predicts possible next steps for the business.</li> </ul>	<ul style="list-style-type: none"> <li>Looks for a business document (business plan, marketing report, stakeholder notices, grant report, etc.) to review.</li> </ul>
CC.LT 4.06	Presents possible career choices in portfolio.	<ul style="list-style-type: none"> <li>Teaches others how to do all of proficient.</li> </ul>	<ul style="list-style-type: none"> <li>Narrows down career choices to 3-5 selections.</li> <li>Posts information into portfolio, to include specific businesses for fields, and at least one business partner they might contact for each choice.</li> <li>Creates a plan to pursue at least one choice and posts into portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Narrows down career choices to 3-5 selections.</li> <li>Creates a plan to pursue at least one choice and posts into portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Begins to narrow down career choices.</li> </ul>
CC.LT 4.07	Completes Internship and posts one summary in Portfolio. Presents Portfolio (in a self-initiated meeting with instructor, parent/guardian, and business/community partner) while demonstrating presentation skills.	<ul style="list-style-type: none"> <li>Mentors others to help them complete their portfolio as outlined in 'proficient.'</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio includes, at a minimum: opening page, resume, internship &amp; job shadow reflections, careers pursuits, college or personal essay, budget for the next four years.</li> <li>Presentation of portfolio (in a self-initiated meeting with instructor, parent/guardian, and business/community partner) includes receiving feedback from peers.</li> <li>Portfolio is neat, organized and visually professional.</li> </ul>	<ul style="list-style-type: none"> <li>Receives feedback on portfolio from peers.</li> <li>Portfolio is neat, organized and visually professional.</li> </ul>	<ul style="list-style-type: none"> <li>Begins to pull together documents to post into portfolio.</li> </ul>
CC.LT 4.08	Recognizes situations for specific process tools and uses them with ease, leading groups to success	<ul style="list-style-type: none"> <li>Leads others to do all of 'proficient.'</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates effectiveness of various tools.</li> <li>Organizes tools into a format that is unique.</li> <li>Practices tools and processes to lead others with ease.</li> </ul>	<ul style="list-style-type: none"> <li>Reflects on effectiveness of some tools.</li> <li>Organizes tools.</li> <li>Practices tools with others.</li> </ul>	<ul style="list-style-type: none"> <li>Practices tools with others.</li> </ul>
CC.LT 4.09	Helps mentor another student for an office of leadership at HTH or in the community.	<ul style="list-style-type: none"> <li>Works with leadership staff at HTH to develop process tools to improve mentorship opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Teams up with another student to explore possible leadership opportunities.</li> <li>Creates an action plan for peer to get involved in leadership.</li> <li>Mentors peer to work on 'stretch goal' to be more effective.</li> </ul>	<ul style="list-style-type: none"> <li>Teams up with another student to explore possible leadership opportunities.</li> <li>Begins an action plan for peer to get involved in leadership.</li> </ul>	<ul style="list-style-type: none"> <li>Teams up with another student to explore possible leadership opportunities</li> </ul>
CC.LT 4.10	Assists with a team building activity for the entire school.	<ul style="list-style-type: none"> <li>Leads a team building activity at an assembly, advisory summit, stakeholder meeting, or other large gatherings.</li> <li>Contribution to the team is part of personal stretch goal.</li> <li>Reflection posted in portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Helps coordinate or conduct a team building activity at an assembly, advisory summit, stakeholder meeting, or other large gatherings.</li> <li>Contribution to the team is part of personal stretch goal.</li> <li>Reflection posted in portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Helps coordinate or conduct a team building activity at an assembly, advisory summit, stakeholder meeting, or other large gatherings.</li> <li>Contribution to the team is part of personal stretch goal.</li> </ul>	<ul style="list-style-type: none"> <li>Plans to help with a team building activity at an assembly, advisory summit, stakeholder meeting, or other large gatherings.</li> </ul>