

HTH Careers Standards Level 5

	STANDARD	ADVANCED	PROFICIENT	DEVELOPING	EMERGING
CC.LT 5.01	Mentors others in the importance of being on time attending classes regularly, setting and meeting goals.	• Trains other students how to teach new students to successfully master standards through being on time and attending class regularly.	• Mentors new students how to successfully master standards through being on time and attending class regularly.	• Models being on time and attending class regularly.	• Tries to model being on time and attending class regularly.
CC.LT 5.02	Mentors others in the use of time and resources.	• Trains other students how to teach new students to successfully access resources at HTH and how to be on time and keep appointments.	• Teaches new students what resources are available at HTH and how to access them. • Mentors new student(s) how to be on time and keep appointments.	• Shows new students what resources are available at HTH. • Works with new student(s) on keeping appointments.	• Shows new students what resources are available at HTH.
CC.LT 5.03	Works with a business partner to help solve a problem.	• Works with HTH Leadership staff to create a process to work together with business partners to solve real problems.	• Establishes partnership with HTH. • Successfully brainstorms ways to help solve a problem. • Completes an action plan with specific tasks and dates to complete the created solution. • Reports on activity to Advisory or small group.	• Talks with HTH business partner about a problem. • Begins to create an action plan with specific tasks and dates to complete the created solution.	• Talks with HTH business partner about a problem.
CC.LT 5.04	Chooses one topic to study in depth: 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)	• All of "proficient" plus helps organize a mini-course for one of the business topics.	• Researches and discusses concepts presented for specific business area of study. • Demonstrates mastery of knowledge for specific area of study through oral or written exam. • Creates a project or presentation to apply learning to a real or simulated situation.	• Explores concepts presented for specific business area of study. • Takes an oral or written exam.	• Selects a specific business area to study.
CC.LT 5.05	Writes a business plan.	• Teaches others how to write a successful business plan as outlined in 'proficient.'	• Creates a business plan with perfect grammar, punctuation, spelling that effectively communicates the goals of the business. • Uses Core Values and Concepts: (i.e., Baldrige) • Includes plan for production quality, marketing, competition, and five-year budget projections.	• Creates a business plan that communicates the goals of the business. • Includes plan for some of the following: production quality, marketing, competition, and five-year budget projections.	• Begins to create a business plan.
CC.LT 5.06	Goes on a job shadow.	• Sets up job shadow or career field trip activity for a group. • Helps group use process to complete job shadow or field trip. (before/during/after) • Uses formal evaluation to find one way to improve next time. • Includes reflection of experience on portfolio.	• Sets up job shadow with a business partner. • Uses process to complete job shadow or field trip. (before/during/after) • Uses formal evaluation to find one way to improve next time. • Includes reflection of experience on portfolio.	• Attends a job shadow or career field trip activity. • Reflects on ways to improve next time.	• Plans a career field trip activity.
CC.LT 5.07	Refines portfolio.	• Works with HTH leadership staff to develop process tools for posting portfolios.	• Makes revisions to artifacts in portfolio in response to peer feedback. • Transforms portfolio from paper to digital. • Includes at least one new project or paper.	• Makes revisions to artifacts in portfolio in response to peer feedback.	• Makes revisions to artifacts in portfolio.
CC.LT 5.08	Coordinates or assists in hosting at least one business lunch or business guest for Career Exploration at Highland.	• Mentors peer to successfully host a business partner to provide a Careers Careers Exploration talk at HTH.	• Arranges for business partner to conduct a lunch or Careers Exploration talk at HTH. • Creates posters and recruits participants. • Sends thank-you note to business partner. • Demonstrates effective communication skills.	• Contacts business partner to invite to HTH for a Careers Exploration talk. • Creates posters and recruits participants.	• Begins plans for a Careers Exploration talk.
CC.LT 5.09	Completes an official leadership training.	• Works with HTH leadership staff to develop or refine tools for leadership certificates.	• Completes leadership training for an approved program at HTH or in the community. • Practices leadership skills consistently.	• Participates in leadership training in an approved program at HTH or in the community. • Practices leadership skills.	• Practices leadership skills.
CC.LT 5.10	Mentors valued work habits when working in teams including civility and fairness.	• Teaches peers how to mentor civility and fairness consistently when working in teams.	• Mentors civility and fairness consistently when working in teams to include the following: - communication - consensus building - respect - humility - empathy - compassion - teamwork	• Performs civility and fairness consistently when working in teams.	• Tries to perform civility and fairness consistently when working in teams.