

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: College and Career Readiness

Course Number: 01002

Course Prerequisites: None

Course Description: In order to fulfill requirements for graduation from the Warren County School District, each student must complete an in-depth college and career readiness list of activities under the guidance and direction of school district personnel. The purpose of the required activities is to assure that the student is able to **“have access to career exploration and preparation activities that are standards-aligned and evidence-based, including the development of career plans and portfolios that help students identify pathways and opportunities for postsecondary success.”** (Future Ready PA Index 2017-2018)

Suggested Grade Level: Grades 9-12

Units of Credit: 1

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:

N/A

To find the CSPG information, go to [CSPG](#)

Certification verified by the WCSD Human Resources Department: Yes No

WCSD STUDENT DATA SYSTEM INFORMATION

Course Level: Academic

Mark Types: Check all that apply.

F – Final Average MP – Marking Period EXM – Final Exam

GPA Type: GPAEL-GPA Elementary GPAML-GPA for Middle Level NHS-National Honor Society

UGPA-Non-Weighted Grade Point Average GPA-Weighted Grade Point Average

State Course Code: 22997 Misc – Independent Study

To find the State Course Code, go to [State Course Code](#), download the Excel file for SCED, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

TEXTBOOKS AND SUPPLEMENTAL MATERIALS

Board Approved Textbooks, Software, and Materials:

Title: None
Publisher: None
ISBN #: None
Copyright Date: None
WCSD Board Approval Date: None

Supplemental Materials: Online resources and the usage of an electronic portfolio will be required for the completion of the College and Career Readiness coursework throughout high school.

Curriculum Document

WCSD Board Approval:

Date Finalized: 2/15/2021
Date Approved: 3/8/2021
Implementation Year: 2020-2021

SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

SCOPE AND SEQUENCE OF CONTENT, CONCEPTS, AND SKILLS

In order to fulfill requirements for graduation from the Warren County School District, each student must complete an in-depth college and career readiness list of activities under the guidance and direction of school district personnel.

The purpose of the required activities is to assure that the student is able **“have access to career exploration and preparation activities that are standards-aligned and evidence-based, including the development of career plans and portfolios that help students identify pathways and opportunities for postsecondary success.”** (Future Ready PA Index 2017-2018)

The college and career readiness activities will be completed in an electronic portfolio format: The electronic portfolio will be a documented collection of skills, experiences, talents, activities and accomplishments related to college and career readiness.

The electronic portfolio will provide evidence of competency in post-secondary aptitudes, employability achievement, technical ability, and goal setting.

COLLEGE AND CAREER READINESS TIMELINE

The following steps will lead to a satisfactorily completed College & Career Portfolio:

1. Students will enter their 9th grade year with a selected career pathway and career choice, which will allow them to focus on the **eight (8)** college, and career readiness mandatory activities that need to be completed by the end of their 11th grade year. This is considered their individualized career plan.
2. The School Counselor and/or Building Principal will share College and Career Readiness information with the students at the beginning of their 9th grade year.
3. Students will utilize their electronic career portfolio to complete the pre-determined College and Career Readiness activities.
4. Students will need to complete at least one activity that meets each of the four career readiness standards which include:
 - a. Career Awareness and Preparation (13.1)
 - b. Career Acquisition (Getting a Job) (13.2)
 - c. Career Retention and Advancement (13.3)
 - d. Entrepreneurship (13.4)
5. At least two of the activities **must be** related to the student's individualized plan, which is their career pathway and career choice. There are various choices and opportunities that students can select from to meet the requirement(s) of two activities related to their career pathway and career choice.
6. Students will receive one credit toward graduation and fulfill the graduation requirements provided in Policy 9734.
7. Student progress on the College and Career Readiness electronic portfolio will be documented on the report card during the student's second semester of their 11th grade year. Any student who did not finish the College and Career Readiness electronic

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

portfolio will receive an “incomplete” at the end of the third nine weeks and a failing mark at the end of the 11th grade year until the activities are completed.

8. Students who satisfactorily complete all eight requirements will receive the grade of “Pass.” School Counselor will record the grades for entry on the students’ report cards.
9. **The College and Career Readiness electronic portfolio must be completed by the 170th day of the junior year.** Failure to complete the College and Career Readiness electronic portfolio will result in the student needing to make up any unfinished activities their senior year and the inability to participate in commencement activities if not completed by June of their senior year.
10. Students requesting a final copy of their college and career readiness portfolio may do so through the School Counselor.

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

COLLEGE AND CAREER READINESS MENU

Below is a menu of items that will be on the College and Career Readiness Checklist.

All students must complete eight College and Career Readiness activities in order to fulfill their graduation requirements under Policy 9734. Of these eight activities, the following are required:

REQUIRED ITEMS
1. Individualized Career Planner (Includes Career Pathway & Career Choice)
2. Post-Secondary Career Pathway Project (1 of 2)
3. Post-Secondary Career Pathway Project (2 of 2)

OTHER ITEMS (CURRENT C.C.R. ACTIVITIES / SUBJECT TO CHANGE)
1. Yearly Individualized Career Planner
2. Entrepreneurship Activity
3. Resume'
4. Job Application
5. ASVAB Testing
6. Time Management
7. Senior Exit Survey

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

ASSESSMENTS

PSSA Academic Standards, Assessment Anchors, and Eligible Content: The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

Formative Assessments: The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

Effective formative assessments for this course include: None

Summative Assessments: The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

Effective summative assessments for this course include: Completion of the minimum of eight College and Career Readiness activities embedded within the electronic portfolio that includes an individualized career plan, two post-secondary career pathway projects, and the completion of at least one activity in each of the four career standards.