

The ABC's of Career Awareness and Exploration Awards Recognition Program

FOREWARD

The ABC's of Career Awareness and Exploration Awards Recognition Program was developed by the National Consortium for State Guidance Leadership (NCSGL) to recognize Exemplary Career Awareness and Exploration Programs for students at the elementary and middle grade levels.

INTRODUCTION

Career awareness and exploration, the first phase of any school-based career development program, is an essential component of a comprehensive guidance and counseling program. Career awareness and exploration programs help young students expand their view of the world and themselves and the options open to them. Based on the National Career Development Guidelines, a successful program should build on self-knowledge, educational and career exploration and planning.

Career development is a lifelong process that opens a world of opportunities for each student by helping them learn about themselves—their needs, abilities, interests, likes and dislikes. This process includes learning about educational and occupational choices and opportunities. It also includes obtaining the knowledge and skills to make life and career planning decisions.

Career development begins in the home, as small children observe the world around them and absorb the work ethic and practices of their family. Elementary and middle school career awareness and exploration programs continue the process of career development by helping to prepare students for a world in which occupations and educational requirements are constantly changing. It provides students with the knowledge and skills to make decisions, set goals, adapt to change, and function successfully in any kind of working environment. Career development is a lifelong journey, not a destination. The skills students learn in school will help them face the inevitable challenges of the complex and dynamic world of work.

Career awareness and exploration, while school-based, is a team effort involving the school, parents, and the community. Curriculum content should actively involve all students throughout all content areas and grade levels. Students are best served and supported when they understand the school, parents, and community are working together to prepare them for successful futures.

BENEFITS OF PROGRAM PARTICIPATION

The ABC's Award Program is designed to recognize exemplary programs at the elementary and middle school levels. The program also provides a framework for the delivery of a comprehensive career guidance program to students. In addition, the ABC's program will:

- Provide a means to evaluate your current efforts.
- Provide for recognition of your efforts.
- Help gain school and community support for your program, as well as establish community pride for what you do.
- Improve the overall effectiveness of your comprehensive guidance and counseling program.

PROGRAM CRITERIA

The National Consortium annually recognizes Career Awareness and Exploration Programs that are found to be exemplary in their understanding and application of the career development process in the elementary and middle school grades. Following are the program elements that serve as criteria in determining the state and national honorees.

ACCOUNTABILITY:

- The program provides for a system of evaluating student results and overall program effectiveness.
- Feedback is provided to stakeholders on the status of the career development program.

ACADEMICS:

- Career guidance activities are integrated across the curriculum at all grade levels and taught in an applied context allowing students to see real world connections.
- Career guidance activities support the district's academic content standards.

BASIC SKILLS:

- The program provides skill-based activities defined by a comprehensive set of standards or competencies.
- SCANS, basic living, or employability skills are integrated throughout the curriculum.

CAREER AWARENESS AND EXPLORATION

- Career guidance activities are provided for all students.
- Program content is based on student competencies and is organized by domains such as academic achievement, personal-social development, and career development.

SYSTEM STRUCTURE:

- The key components in a career awareness and exploration program are vision, commitment, comprehensiveness, collaboration, program management, and assessment/evaluation.
- Teachers, administrators, counselors, parents, students, and business/community representatives are stakeholders involved in the planning, development, delivery, and evaluation of the program.

APPLICATION PROCESS

Purpose

The ABC's Awards Recognition Program is designed to recognize exemplary career awareness and exploration programs at the elementary and middle school levels. The ABC's will help identify, promote, and share the content and concepts of successful career awareness and exploration programs that operate across the nation. The major goals of this program are to generate interest, gain support, develop understanding and gain commitment from all concerned and to recognize schools that promote the concept that career awareness and exploration is critical to students as they plan for their future.

Recognition

Selected state and national applicants will be recognized for their efforts with plaques and/or trophies of excellence. Honored programs will be featured in the media (both print and online) to be shared nationally.

Program Management

The ABC's Awards Recognition Program is sponsored and administered by the National Consortium for State Guidance Leadership. The Consortium works closely with all state guidance supervisors and depends upon their leadership and assistance to help promote this effort at the elementary level.

Schedule of Activities

1. All applications are submitted to Margaret Land, Program Specialist IV, Florida Department of Education, Division of Community Colleges and Workforce Education, 325 West Gaines Street, Suite 644, Tallahassee, FL 32399-0400.
2. Application deadline: February 28, 2006.
3. A panel of state guidance leaders will rate and review all applications. Rating and review of all applications will occur during March/April.
4. National and/or state honorees will be notified by April 25, 2006.
5. National and/or state recognition conducted through various media sources April – December 2006.

Eligibility

All districts, schools, institutions, businesses, or agencies that serve students at the elementary and middle school levels (K-8) are eligible to participate. Each participant must submit an application in order to be eligible for recognition. The program must be in operation at the time the application is considered. The program must be in compliance with guidelines and standards of the appropriate state agencies. The program must be available to all elementary/middle students within the applying school, institution, or agency.

APPLICATION PREPARATION AND SUBMISSION INFORMATION

Submit the following:

- 1. ABC's Of Exemplary Career Awareness and Exploration Programs Cover Sheet**
- 2. Program Criteria abstract:**
 - a. For each program criteria (accountability, academics, basic skills, career awareness and exploration, and system structure) prepare 1-2 paragraphs describing how your program meets each one.
 - b. Total abstract shall be 1-3 pages in length.
- 3. It is strongly advised to include supporting documentation, not to exceed a total of 5 pages. Suggested documentation includes:**
 - a. Copy of written guidance program
 - b. Examples of planning calendar
 - c. Examples of guidance lesson plans and student activities
 - d. Other program elements
- 4. Total application package not to exceed 9 pages:**
 - a. Cover sheet (1)
 - b. Program criteria abstract (1-3 pages)
 - c. Documentation (1-5 pages)
- 5. All applications and documentation will be sent to:**

Margaret Land, Program Specialist IV
Florida Department of Education
Division of Community Colleges and Workforce Education
325 West Gaines Street, Suite 644
Tallahassee, FL 32399-0400
- 6. Application deadline: February 28, 2006.**

REVIEW AND SELECTION

- All applications will go directly to consortium. A panel of state guidance leaders will be the reviewers and will rate all applications.
- The Executive Board of the Consortium, after careful review of the ratings of the applications, will select state and/or national honorees.
- State and/or national honorees will be notified by April 25, 2006. State and/or national honorees will receive plaques or trophies and recognition through both print and online sources. All participants will receive a certificate of participation. National honorees will receive free career materials as well.

THE ABC'S OF EXEMPLARY CAREER AWARENESS AND EXPLORATION PROGRAMS

COVER SHEET

Applicant Name and Location (School Institution/Agency)

Name: _____
Address: _____
City: _____ State: _____ Zip _____
Email address: _____

School Administration Contact:

Name: _____ Title: _____
Phone: _____ Fax: _____
Email address: _____

State Guidance Leader Contact:

Name: _____
Phone: _____ Fax: _____
Email address: _____

Description of applicant setting and organization:

(School/Institution/Agency; context; population served – type size, age, grade levels, etc.)

Community Context: (population, rural, suburban, urban, business and/or industry, economic environment, etc.)

What is special about your program? _____

ABC Awards Recognition Program Self Evaluation and Application Review Criteria

The evaluation criteria provided is to be your guide in preparing your application. The form is the same one used by national reviewers to rate your application. Based on their review of the abstract and other documentation, they will assign the appropriate number of points for each indicator. A rating of zero (0) means there is no evidence provided or the criteria was not addressed.

| Criteria | Score |
|--|-------------|
| Accountability: | |
| <ul style="list-style-type: none"> The program provides for a system of evaluating student results and overall program effectiveness. | 0 1 2 3 4 5 |
| <ul style="list-style-type: none"> Feedback is provided to stakeholders on the status of the career development program. | 0 1 2 3 4 5 |
| Academics: | |
| <ul style="list-style-type: none"> Career guidance activities are integrated across the curriculum, at all grade levels and taught in an applied context, allowing students to see real world connections. | 0 1 2 3 4 5 |
| <ul style="list-style-type: none"> Career guidance activities support the district's academic content standards. | 0 1 2 3 4 5 |
| Basic Skills: | |
| <ul style="list-style-type: none"> The program provides skill-based activities defined by a comprehensive set of standards or competencies. | 0 1 2 3 4 5 |
| <ul style="list-style-type: none"> SCANS, basic living, or employability skills are integrated throughout the curriculum. | 0 1 2 3 4 5 |
| Career Awareness and Exploration: | |
| <ul style="list-style-type: none"> Career guidance activities are provided for all students. | 0 1 2 3 4 5 |
| <ul style="list-style-type: none"> Program content is based on student competencies and is organized by domains such as academic achievement, personal-social development, and career development. | 0 1 2 3 4 5 |
| System Structure: | |
| <ul style="list-style-type: none"> The key components in a career awareness and exploration program are vision, commitment, comprehensiveness, collaboration, program management, and assessment/evaluation. | 0 1 2 3 4 5 |
| <ul style="list-style-type: none"> Teachers, administrators, counselors, parents, students, and business/community representatives are stakeholders involved in the planning, development, delivery, and evaluation of the program. | 0 1 2 3 4 5 |