

## ***Making it Real: Developing a College AND CAREER Readiness Culture***

February 4 – April 15, 2013

### **Syllabus**

#### **Facilitators:**

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#### **Course Description**

This course is for those ready to take steps towards developing a strong career readiness culture to complement college-going expectations in their school. Participants will access resources to help them assess their school's current career readiness environment and design a plan of measurable action to strengthen it. With peer support and feedback along each step, action plans will then be implemented and evaluated with tools developed as part of the course. An emphasis will be placed on the **process** of creating, implementing, and evaluating data-driven action plans to positively impact school culture and student achievement.

#### **Course Schedule:**

While the format is designed to be self-paced, it is recommended that you try to follow the completion checkpoints below to ensure that there is enough time to develop, implement, and evaluate your action plans. Doing so also allows everyone to benefit from timely peer support and feedback in the format of this online course.

<b>Feb 4-13</b>	<i>Getting Started, Needs Assessment &amp; Analysis</i>
<b>Feb 14-24</b>	<i>Create Action Plan</i>
<b>Feb 25-Mar 24</b>	<i>Implementation &amp; Evaluation</i>
<b>Mar 25-Apr 10</b>	<i>Reporting Results</i>
<b>Apr 11-15</b>	<i>Reflection Paper</i>

#### **Modules:**

Suggested times to complete each module are indicated in parentheses.

- I. Getting Started (1 hour)
  - a. View online module: "Career Readiness in Schools"
- II. Needs Assessment and Analysis (3 hours)
  - a. Use the School Culture Assessment and evaluate your school's current climate for college and career readiness
  - b. UPLOAD ASSIGNMENT
    - i. Summarize your reflections on how effectively your school balances college readiness and career readiness. Identify at least one area of need within career

- readiness you feel could be improved and why. (up to 2 typed pages, double-spaced)
- ii. Choose at least 5 “artifacts” from the culture assessment that punctuate the need to improve your school’s current career readiness climate. Include them at the end of your reflection or compile them into another presentation format of your choice (e.g., PowerPoint, video, etc.)
- III. Create Action Plan (5 hours)
- a. View online module: “Hints, Formats, and Resources for Creating Action Plans”
  - b. DISCUSSION FORUM POST
    - i. Use the provided template and create a draft action plan; post to the Discussion Forum and provide feedback on at least one colleague’s plan.
    - ii. Develop an evaluation tool for your action plan; post to the Discussion Forum and provide feedback on at least one colleague’s plan.
- IV. Implementation and Evaluation (8 hours)
- a. Implement your action plan from Module III and administer evaluation tool to collect “post” data
  - b. UPLOAD ASSIGNMENT
    - i. Submit a summary of action steps taken to implement your plan, including attachments as applicable (e.g., samples of related materials, reference sources used, accompanying lesson plans, and photos)
- V. Reporting Results (5 hours)
- a. View online module: “Reporting Results”
  - b. DISCUSSION FORUM POST
    - i. Design a presentation for reporting results to your chosen audience; post to Discussion Forum and provide feedback on at least one colleague’s presentation
- VI. Reflection Paper (2 hours)
- a. UPLOAD ASSIGNMENT
    - i. Write a paper reflecting on the following questions (up to 3 typed pages, double-spaced)
      1. How did your audience receive your results?
      2. Revisiting your initial needs assessment, what other areas might you address in the future?
      3. What was most challenging about this experience? What was most beneficial to you professionally?

***Course Evaluation:***

Participants will need to complete assignments, discussion forum posts, provide feedback to peers, and submit a reflection paper as indicated above **no later than April 15<sup>th</sup>, 8 AM.**

Those taking the course for SCECHs will **also** need to submit:

- a completed time log and
- a SCECH application with paid fees to Kent ISD by the appropriate date (both documents can be found under “Getting Started” in Moodle).