Career-Related Learning Experience
Lake Oswego High School
P.O. Box 310, Lake Oswego, OR 97034

Please Print: **Date Submitted**_____

Student Name _____ Graduating Class _____

Date(s) of Project_____ Hours Involved _____

Business/Agency_____

Adult Contact _____Business/Agency Phone No._____

Briefly describe the activity you were involved with:
_____
_____

Career-Related Learning Experiences are structured education experiences that connect learning to the world beyond the classroom. Please check below the category that best fits your experience.

_____**Work-Based Learning:** Structured learning in the workplace that provides students an opportunity to apply knowledge and skills in the work environment and gain an understanding of workplace expectations. Work-Based learning includes experiences in both the private and public sectors, including for example, internships, structures work experience (paid or unpaid), clinical practicums, and mentorships.

_____**Service Learning:** Service learning provides structures experiences in organized community service projects that meet actual community needs, while demonstrating academic and career-related knowledge and skills. Students design service-learning projects collaboratively with community partners.

_____**Field-Based Investigations:** Field-based investigations include extended projects that involve fieldwork and substantive contact with adults in business and community institutions that have expertise in the area of study. Students are guided in the pursuit of solutions to real world problems.

_____**School-Based Learning**: School-based experiences provide application through student-managed business enterprises, projects, or other activities on campus. They engage students in complex, real life problem solving and situations that are academically rigorous and empower students as active learners. They may include, for example, project-based learning, school-based enterprises, school newspaper or yearbook, student leadership activities, and workplace simulations.

_____**Technology-Based Learning**: Using a variety of technological tools, such as video conferencing, Internet, and e-mail, mentorships can provide individual guidance and project assistance by employer and community partners.

_____   _____
Student Signature   Parent/Guardian Signature

_____   ☐ Hours Recorded (minimum of 5 hours)
Supervisor Signature

Performance on
Career Related Learning Standards

Please rate each student's skills in these six areas. Circle the descriptor that best represents your view of students' performance in each area.

1. **Personal Management**

    Exhibit appropriate work ethic and behaviors in school, community and workplace

    Strong   Average   Below Average   N/A
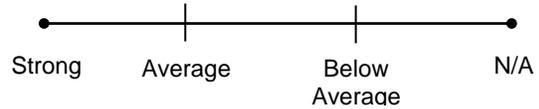
2. **Problem-Solving**

    Apply decision making and problem solving techniques in school, community, and workplace.
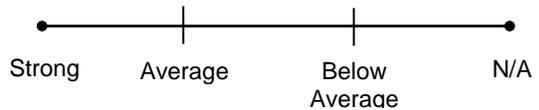
    Strong   Average   Below Average   N/A

3. **Communication**

    Demonstrate effective communication skills to give and receive information in school, community, and workplace.

    Strong   Average   Below Average   N/A

4. **Teamwork**

    Demonstrate effective teamwork in school, community, and workplace.

    Strong   Average   Below Average   N/A
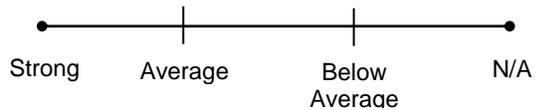
5. **Employment Foundations**

    Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.

    Strong   Average   Below Average   N/A

6. **Career Development**

    Demonstrate career development skills in planning for post high school experiences.

    Strong   Average   Below Average   N/A

Additional information describing each standard in more detail is on the back. A student should demonstrate most of criteria for a strong rating, meet some of criteria for average rating, and meet only one or two for below average rating.

_____

Supervisor's Signature

Career-Related Learning Criteria
for the Standards

Standard	Criteria
Personal Management	- Identify tasks that need to be done and initiate action to complete the tasks. - Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality. - Take responsibility for decisions and actions and anticipate consequences of decisions and actions. - Maintain regular attendance and be on time. - Maintain appropriate interactions with colleagues.
Problem Solving	- Identify problems and locate information that may lead to solutions. - Identify alternatives to solve problems. - Assess the consequences of the alternatives. - Select and explain a proposed solution and course of action. - Develop a plan to implement the selected course of action. - Assess results and take corrective action.
Communication	- Locate, process, and convey information using traditional and technological tools. - Listen attentively and summarize key elements of verbal and non-verbal communication. - Give and receive feedback in a positive manner. - Read technical/instructional materials for information and apply to specific tasks. - Write instructions, technical reports, and business communications clearly and accurately. - Speak clearly, accurately, and in a manner appropriate for the intended audience when giving oral instructions, technical reports, and business communications.
Teamwork	- Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork. - Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).
Employment Foundations	- Apply academic knowledge and technical skills in a career context. - Select, apply, and maintain tools and technologies appropriate for the workplace. - Identify parts of organizations and systems and how they fit together. - Describe how work moves through a system. - Describe the changing nature of work, workplaces, and work processes on individuals, organizations, and systems. - Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation. - Explain and follow health and safety practices in the work environment. - Explain and follow regulatory requirements, security procedures, and ethical practices.
Career Development	- Assess personal characteristics related to educational and career goals. - Research and analyze career and educational information. - Develop and discuss a current plan designed to achieve personal, educational, and career goals. - Monitor and evaluate educational and career goals. - Demonstrate job-seeking skills (e.g., writing resumes, completing applications, and participating in interviews).