

## CTE Course Description and Standards Crosswalk

- The information on page 1 must be entered directly into the EED CTE Web Portal ( log in at <https://www.eed.state.ak.us/tls/cte/perkins> with your district credentials)
- Then this entire form can be submitted by using the “Click here Provide Supporting Documentation” link on the Web Portal, or by emailing it to [ctegrants@alaska.gov](mailto:ctegrants@alaska.gov).

### Basic CTE Course Information

Course Information	
Course Name	Career Based Learning: Mentorship
Course Number	WW715
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS name put into the system.)	All
Occupational Standards	
Source of Occupational Standards	Career Solutions Publishing Food Safety and Sanitation Program AAFCS National Career Clusters Knowledge and Skills SkillsUSA NCCER
Names/Numbers of Occupational Standards	Job Ready Career Skills Food Worker Card SkillsUSA Employability Core
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	Mentorship is available to junior and senior level students who want to have an enriching work experience in a specific identified career. Students will be taught in a one-on-one basis with a technical or professional mentor from the community at an off campus work site. Students must choose a career from within their career pathway and demonstrate preparation and high motivation in that area of interest. Before the mentorship experience can begin the student must have taken one 1/2 credit course in a Career and Technical Education class related to the skills required at the job site. The job must be related to the

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	student's career pathway and the student must have taken or is currently enrolled in the on-line Employability Skills class. Prior to enrolling, an interview and approval of a training plan by the mentorship coordinator is required. The School District coordinator, employer, and student will help develop technical competencies, career goals, and a training plan.
Instructional Topic Headings (please separate each heading by a semi-colon)	Competencies in the Chosen Career Cluster, Good work habits and attitudes, Current trends of business and industry, Employment preparation, Employer evaluation, Involvement in a CTSO, Research pertaining to the chosen Career Pathway
<b>Summative Assessments and Standards</b>	
Technical Skills Assessment	Y
Course addresses Alaska GLEs	Y
Course addresses Employability Standards	Y
Course addresses Cultural Standards	Y
Course addresses All Aspects of Industry (AAI)	Y
<b>Career &amp; Technical Student Organization (CTSO)</b>	
CTSO associated with this course	SkillsUSA
<b>Tech Prep</b>	
Current Tech Prep Articulation Agreement? (Y/N)	N
Date of Current Agreement	
Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

### Additional CTE Course Information

<b>Author</b>	
Course developed by	Career and Technical Advisory Committee
Course adapted from	Previous Version
Date of last course revision	Nov. 2010
<b>Course Delivery Model</b>	

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Is the course brokered through another institution or agency? (Y/N)	N
<b>Certificate, Credential, or License</b>	
Industry-recognized skill certificate, credential, or state license that a student is eligible for upon successful completion of the course?	Y
Issuing body/organization/agency	NCCER

**Standards Alignment**

<b>Student Performance Standards (Learner Outcomes or Knowledge &amp; Skill Statements)</b>	<b>Specific Occupational Skills Standards</b>	<b>Alaska Reading, Writing, Math, &amp; Science Standards</b>	<b>Alaska Employability Standards</b>	<b>Alaska Cultural Standards</b>	<b>All Aspects of Industry</b>	<b>Formative Assessment</b>
1. Establish employer contacts and job opportunities.	CD5	R-4	A3	A1	Community	Employment
2. Prepare and complete a job application, resume, and employment letter.	CD.5-B	W3.4	A3		Tech / Prod	Skills USA Interview
3. Describe the importance of first impressions and personal attire at a job interview.			A3		Work Habits	Skills USA Interview
4. Identify a career cluster and pathway.	CD-2	R.2	B.1B.4	A7	Tech / Prod	AKCIS
5. Develop an occupational adjustment plan.	NBESE58		B4		MGMF	AKCIS
6. Describe the safety procedures and labor laws that govern students in the work place.	BL-3CD-3		A5	B-2	Health, Safety, and Environment	AK DEED Safety Manual
7. Identify individual employer policies and procedures on the job.	CD-3	R-2	A7	B.3	Tech / Prod	Employer Evaluation Form
8. Develop positive interpersonal skills to communicate with the employer, customers, and fellow workers.	CD-3		A5		Work Habits	Employer Evaluation Form
9. Adhere to the developed training plan and training agreement.		R4	A1		Labor	Training Agreement
10. Exhibit proper and safe use of tools and equipment on the job site.	BL-3	S-B-6	A6	B-2	HSE	AK DEED Safety Manual
11. Demonstrate and develop technical job skills needed for	CD-5-A	R-4	A1		HSE	Skills USA

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employment.						
12. Complete 90 hours of employment over an 18 week period for each ½ credit.			A1		Tech / Prod	Time Sheets

**Instructional Resources**

**List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)**

**AKCIS.ORG**

**Job Ready Career Skills, Career Solutions Publishing Group, 2010, [www.careersolutionsgroup.com](http://www.careersolutionsgroup.com)**

**Alaska Department of Labor and Workforce Development, <http://labor.alaska.gov>**

**SkillsUSA.org**

**Youth Employability Skills, <http://www.eed.state.ak.us/tls/cte/yes.html>**

**AK Deed Safety Manual, (new safety manual will be available this Fall, 2011 from the Dept. of Education)**