

Lesson Title: Essential Knowledge and Skills / CALS Assessment

Cluster: N/A

EKS: Employability, ethics, systems, teamwork, career development, problem solving, critical thinking, information technology application, legal responsibilities, communication, safety, health & environment.

Career Concepts: N/A

Summary: Students will be introduced to the Essential Knowledge and Skills and the Career and Life Skills (CALS) Assessment. The CALS is divided into nine Essential Knowledge and Skills sections. Students will be assessed separately throughout the careers class.

Course Objectives:

2.3 Students will be able to evaluate their own Essential Knowledge and Skills in relationship to their goals for learning, earning and living.

Lesson Objectives:

Students will...

- Have an understanding of the Essential Knowledge and Skills
- Define the CALS assessment.
- Understand the purpose of evaluating skill levels.
- Complete the CALS by the end of the careers course.

Time: One class period

Required Materials: www.nebraskacareerconnections.org website and print copy of CALS assessment; Essential Knowledge and Skills handout

Optional Resources: N/A

Guest Presenters: N/A

Content and Teaching Strategies:

Anticipatory Set



Students should answer the following questions in their student notebook.

What kinds of skills do you think employers are looking for?

What kinds of skills are needed to be successful in your family and community?

Lesson Components

1. Go to www.nebraskacareerconnections.org and select Career Clusters. Then click on Essential Knowledge and Skills in the center of the model. You will see a page listing definitions and videos for the students to explore or to use as a guide to explain each EKS.



2. Divide students into groups. Using the student notebook responses from the anticipatory set and the information learned about the Essential Knowledge and Skills, students will compare responses and the Essential Knowledge and Skills assessed in the CALS assessment. Discuss the importance of thinking about skill levels, so plans can be made to improve skills over time. Discuss ways skills can be improved, for example, through life experiences, taking classes, part-time jobs, school and community activities, job shadows, internships, etc.
3. Demonstrate the CALS assessment on www.nebraskacareerconnections.org. Under the tab “My Interests and Skills,” there is an explanation, an example of results and a format for ongoing assessment.



Note to teacher:

- a. The explanation on the website about the CALS assessment is easy for students to understand. Review the explanation and the scale with the students and discuss for meaning and understanding. Students will assess themselves. It may be necessary for middle level students to work through the assessment as a group, having students respond after each explanation of the rubric descriptions. It may be easier to ignore the rubric and just instruct the students to use the scale: NA (not applicable), beginning, progressing, proficient, and advanced.
 - b. If possible, set up the system so that others can observe the students as well. Information going to other evaluators should emphasize that the CALS in no way reflects negatively on a student and is NOT used for a grade. The composite score from outside evaluators is simply another tool to help the student assess skills at which they excel, so they can build upon their strengths, as well as, skills on which they need improvement.
 - c. Show a summary report (click on “Review Previous Evaluation”). Help students understand the assessment is intended to be taken every year from 8th grade through 12th grade. If the follow-through is there, then the students should see progress in their skill development.
4. Complete CALS either by section or in its entirety by the end of the course.

Lesson Closure

Round Robin Activity: Identify one skill of which you are proud and give an example to illustrate that skill.

Essential Knowledge and Skills Connection

The components of this lesson emphasize **all the EKS**. Choose one of the following activities to help students connect the lesson with their own development of EKS:

- Write a journal entry, reflecting on one of the EKS used in this lesson. Students could choose a strength or weakness they wish to improve or enhance.
- Students complete a graphic organizer (see Supporting Documents—Teacher Resources) to emphasize EKS used in this lesson connected to home, school, and work.

Formative Assessment

Identify one skill of which you are proud and give an example that illustrates that skill. Record the information in the student notebook. (Information about the student notebook may be found in the supporting documents section). Complete the CALS assessment by the end of the course.

Essential Knowledge & Skills

Nebraska Career Fields/Cluster Model

Communication

When you learn how to communicate well, you will be able to listen and understand what others say to you. Also, you will be able to read and write so that others will understand what you want to say to them. These skills will help you in a variety of places including school, home, and the worksite.

Employability and Career Development

With good employability and career development skills, you are able to start thinking about your career and setting goals, including where you want to live, what kind of job you want to do, how much money you want to earn, and then developing good plans that will help you reach these goals.

Information Technology Applications

With good information technology skills, you will be able to understand and use technology including how to use e-mail, search the web, and use software such as word processing.

Leadership and Teamwork

With good leadership skills, you will be able to lead groups of people in such areas as sports, group work, or problem solving. With good teamwork skills, you will be able to recognize cultural, social, and ethnic differences and be able to work well with them. You will be able to contribute with others to achieve group goals.

Legal Responsibilities and Ethics

With good understanding of legal responsibilities, you will know what is expected of you to be a good citizen who follows the law. With good ethical decision making skills, you will know how to respect others, be accountable for the things you do, be responsible and do the things you are supposed to do, so you can feel good about who you are.

Problem Solving and Critical Thinking

With good problem solving skills, you will be able to think through problems and come up with good solutions. You will be able to organize your thoughts logically in ways to help you resolve your problems in the easiest and most direct way.

Safety, Health, and the Environment

When you have good knowledge concerning your health and safety, you will have an understanding of health and safety issues that are most important to the work environment of each of the career clusters. You will be able to demonstrate and promote safety and health and be aware of protecting the surrounding environment while working in the career cluster industry you choose.

Systems

When you have a good understanding of relationships, you can see how different relationships interact. You understand how social relationships fit into bigger settings, such as co-workers getting along at work so companies can run smoothly. Also, you understand the relationship between the use of technology and having smooth and accurate business operations. You will understand how your role as an employee contributes to the whole career cluster operating successfully. You will also understand the need for having set policies and procedures and the importance of following them.

Technical Skills

With good technical skills, you will be able to choose and use tools and equipment that are needed to do your work. Also, you need to know enough about equipment to be able to teach others how to use it. For example, a farmer will know what farm equipment he or she needs and be able to use it. A photographer will know what camera equipment he or she needs to take good pictures and know how to operate the equipment.

Nebraska Career Connections Login Instructions

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Administrative Login Instructions

- Step 1:** Go to **Nebraska Career Connections** at www.nebraskacareerconnections.org.
- Step 2:** Select **Login** in the upper left hand corner. If this is your first use of the Database Management system, click on **New Users Register Here**.
- Step 3:** Click on **Administrator, counselor, or other authorized person**, then click continue and begin the registration process. You will need to create a unique user name and password. Be sure to write down your user name and password in the spaces below.
- ▶ **USER NAME:** _____
 - ▶ **PASSWORD:** _____
- Step 4:** Enter the School Access Code and Password in the fields provided at the end of the registration form. (Note: These were provided in your implementation e-mail from Visions Unlimited, Inc.)
- ▶ **SCHOOL ACCESS CODE:** _____
 - ▶ **SCHOOL PASSWORD:** _____
- Step 5:** Click on **Register**.
- Step 6:** Welcome to the Administrative Database Management System. Your database home page allows you to receive system news and access a variety of menu options, including:
- ▶ **Quick Reports:** View the most popular individual and aggregate reports with one click!
 - ▶ **Advanced Reports:** Create highly customized, detailed reports to meet your specific needs.
 - ▶ **Find a Student/Client:** Find an individual quickly to review progress, reset a password, or change a grade level.
 - ▶ **CALS Administration:** Send instructions and the CALS assessment to individuals who have been identified by students as raters.
 - ▶ **Administer Curriculum Templates:** Format a course template and enter your school's master course file and relate these courses to cluster plans of study.
 - ▶ **Post/Send a Message:** Post a message to an individual or group of individuals' portfolios.
 - ▶ **Download Directory Information:** Download a text file of profile information to send information via e-mail or regular mail or for easy lists and spreadsheets.
 - ▶ **Batch Code Information:** View valid batch codes that you provide to individuals wanting to access the assessments. Three of the assessments require a batch code.
 - ▶ **Portfolio Customization:** Post recommended links to individuals' portfolios.
 - ▶ **Resources:** Access sample letters and publicity information, download additional login and training materials, and read the quarterly newsletter, *Kuder User News*.

Customer support is provided by Visions Unlimited, Inc. at 866.993.2052, 7:00 a.m.-5:00 p.m., Central Time, or e-mail support@visions-unltd.com.



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Individual Login Instructions

Please follow the login instructions below to begin using Nebraska Career Connections. Customer Support provided by Visions Unlimited, Inc at 866.993.2052 or support@visions-unltd.com.

Registration

- Step 1:** Go to www.nebraskacareerconnections.org.
- Step 2:** Select **Login** in the upper left corner.
- Step 3:** New users register by selecting **New Users Register Here**. (Returning users may enter in their user name and password, and click *Login*.)
If you are a new user, indicate the type of user that best describes you and select a grade level, if you are a student.
 - a. **Parents:** You will not log in. Take a virtual tour of the system, learn how careers are presented to students, and get suggestions on how to help your child with career planning. You can also view your child's portfolio, if they have provided you with their user name and password.
 - b. **5th and 6th Graders:** You will not log in. Begin exploring the six career fields.
 - c. **7th-12th Graders:** Create a unique user name and password. Be sure to write down your user name and password in the space below.

User Name: _____

Password: _____

School Access Code: _____

School Zip Code: _____

- Step 4:** As a new user, complete the registration information and then click **Register**.

Take An Assessment

- Step 5:** Select the **My Interests and Skills** menu tab and choose the assessment you want to take.
- Step 6:** Enter the appropriate Batch Code (if required) for the assessment you plan to take. (Batch Codes will be provided by your Administrator/Instructor/Counselor).

Batch Code

Kuder Career Search with Person Match _____

Kuder Skills Assessment _____

Super's Work Values Inventory-revised _____

- Step 7:** Enter your current grade level, select a language, and click GO!
- Step 8:** Explore other resources within the system

Re-Entering the System

To re-enter Nebraska Career Connections, go to www.nebraskacareerconnections.org, select Login, and enter your user name and password.



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