

Glossary

Academic transfer	When a student transfers from one institution to another prior to receiving a degree.
ACT [®]	A test that assesses high school students' general educational development and their ability to complete college-level work. Most colleges in America accept the ACT [®] as a part of its admissions process.
Activity Fair	A kinesthetic strategy for gaining information where students explore the various activities, clubs, and organizations at the school by walking around the room to informational booths.
Admissions	The process of being accepted by a college or training program. Certain requirements will be expected.
Advance Placement Course	A rigorous course taken at the high school level, taught by the high school instructor approved by the cooperating college or university. Requires an exam at the completion of the course.
Apprenticeship	On-the-job training coordinated with courses of academic study leading to certified mastery of particular skills. Certification can lead directly to employment, or may be part of a larger strategy of building a set of certified skills in the workplace.
ASSET [®]	A test instrument that measures in writing, numerical, and reading skills and advanced mathematics such as elementary, intermediate, or college algebra and geometry.
Associate Degree	An academic title awarded by a post-secondary institution as an indication of the completion of a course of study that generally takes 18 months to two years to complete.
ASVAB [®]	Armed Services Vocational Aptitude Battery test consists of verbal, math, and technical tests. The scores focus on factors that will help determine jobs that align with individuals abilities.

Bachelor's Degree	An academic title awarded by a college or university as an indication of the completion of a course of study that generally takes four or more years to complete.
CALS	Career and Life Skills. A self assessment to measure progress in the Essential Knowledge and Skills identified in the Nebraska Career Field Model.
Career	Based on the NCE model, a career is a life long journey as a person works to meet their earning, learning and living goals. A career continually changes as an individual grows through personal experiences, education and activities.
Career Cluster	A grouping of careers with similar skills or common themes based on industry groupings and all educational levels.
Career Development	EKS: Actively engaged in setting goals for personal living, earning a living, and life-long learning, and establishing a plan for reaching these personal goals.
Career Field	A broad grouping of the 16 Career Clusters based on commonalities among clusters.
Career Pathway	A sub-group listed next to one of the six career fields on the NCE model. Specialties fall into this group.
Catch Phrase	A one line phrase that is associated with a business or particular product. For example: Nike® : Just do it.
Career Specialty	A specific job title within a pathway within a cluster.
Certification	A credential indicating specific training in a career specialty.

Class Rank	A numerical position one holds within their class in relation to their grade point average.
College/University	A post secondary institution that offers degrees. Programs and length of study vary. Universities are usually larger than a college, provide a wider range of majors and offer advanced degrees such as masters and doctorates.
Communication	EKS: The ability to speak, listen, read, and write to function successfully in a variety of settings including school, home, and the worksite.
Community College	A post secondary institution that offer certificates, diplomas and associate degrees. Programs and length of study vary. Many programs will transfer to a four-year college and/or university.
COMPASS®	An untimed, computerized test used by colleges to evaluate personal skills and appropriate course placement. COMPASS® offers tests in reading, writing, math, writing essay, and English as a Second Language (ESL).
Concurrent Enrollment	Allows academically talented high school juniors and seniors to enroll in University courses and receive college credit. High school credit is not received.
Cooperative Education Program	An arrangement in which teachers coordinate classroom instruction with students' part-time work in the field. Students spend part of the day at school and part of the day on the job honing their career skills.
Credit	A unit to measure the quantity of classes completed. For example, in one school you will earn 5 credits for each semester class you pass. Historically credits were developed based upon the number of hours per week a class met.

Critical Thinking	The mental process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating information to reach an answer or conclusion.
Design Process	Problem solving model with the following steps: <ol style="list-style-type: none"> 1. State the problem 2. Research 3. Think of alternative solutions 4. Choose the best solution 5. Implement 6. Evaluate
Distance Education	Education in which the teacher and student are not together in the classroom.
Doctorate	An academic title awarded by a college or university as an indication of the completion of an advanced course of study beyond a bachelor's degree, the highest level of graduate school.
Dual Credit	A course a taken while in high school through a college that awards both high school and college credit at the same time.
Dual Enrollment	Enrolled in two institutions at the same time.
Elective	Classes that the student can choose. Choice may be based upon classes that will support career goals, leisure interests, or personal and family goals.
Employability	EKS: The characteristics employers need in outstanding employees such as, consistent punctuality and attendance, appropriate dress and personal habits, accepting direction and criticism, adapting to change, completing projects, and managing time.
Entrance Requirements	Standards to be passed in order to enter. Colleges require certain classes in high school and sometimes certain entrance exam scores to enter their school. These requirements vary from college to college.

Entrepreneurship	The act of creating and developing your own business based upon a consumer need or service.
Essential Knowledge and Skills (EKS)	A set of knowledge and skills common to all 16 career clusters. On a foundation of Academic and Technical Literacy, students must also gain proficiency in employability, ethics, systems, teamwork, career development, problem solving, critical thinking, information technology application, legal responsibilities, communication and safety, health, and environment.
Ethics	The rules or standards governing the conduct of a person or the members of a profession
EXPLORE [®]	This program is designed to help 8th and 9th graders explore a broad range of options for their future. It prepares students for high school coursework and post-high school choices.
Exploratory Interview	A short, informal talk with someone who works in a career that one finds interesting.
Extending Learning	School and community activities that help develop transferable skills and often leadership development.
FAFSA	Free Application for Federal Student Aid. The required application to apply for any type of federal financial aid including grants, work study and student loans.
Financial Aid	Money students receive from a variety of sources to help pay for college including scholarships, grants, work study and student loans.
Gallery Walk	A kinesthetic strategy for gaining information where students walk around the room to different learning stations and take notes.
G.P.A.	Grade Point Average. The point(s) received for the grade earned. Points are totaled then averaged. This varies from district to district.

Grades	A way of recording your progress in a class. Grades may be listed as a percentage, e.g. 88%; on a point scale, e.g. 3.0 is a B; on a letter scale, e.g. A, B, C, D, F; or with a Pass/Fail indication.
Information Technology Application	EKS: The identification and use of the right tools for the task.
Interest Inventory	An assessment to determine what a student likes and is reported by career clusters.
Internship	Part-time, on-the-job learning experiences that reinforce classroom instruction. Interns can experience a career from the inside, and sometimes the experience might turn into full-time employment.
Job	A specific duty, role, or function.
Job Shadowing	An experience in which students seeking a better understanding of particular career specialty follow experienced workers through the course of a work day.
Know How 2 Go	A four step program through EducationQuest [®] designed to help students transition into college, career training or life-long careers.
Leadership and Teamwork	EKS: The ability to respectfully interact with diverse individuals or groups, including the ability to handle difficult situations and manage conflict in a positive way.
Legal Responsibilities and Ethics	EKS: With a 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 that you can feel good about who you are.
License	Completing the rules and regulations pertaining to a career specialty in order to legally enter into that kind of work.
Logo	Logo: A symbol representing a company or product. Examples: Nike [®] - "swoosh," McDonald's [®] - "M Arch."

Major	Area of study a post secondary student receives a degree in.
Marketing	Marketing is a social process which satisfies consumers' wants. The term includes advertising, distribution and selling of a product or service.
Master's Degree	An academic title awarded by a college or university as an indication of the completion of an advanced course of study beyond a bachelor's degree, the first level of graduate school.
Mentoring	Establishing a long-term relationship between a student and mentor in business designed to teach good work habits, work ethics, and other essential skills.
Military Academy	An education option that offers tuition free education in exchange for military service.
Minor	A supporting or additional area of study a post secondary student chooses. Requires less hours than a major. Example: Elementary teacher who has a minor in history.
NCE	Nebraska Career Education.
NCE Model	Nebraska Career Education model.
Occupation/Vocation	Work in which a person is regularly employed.
Online Education	Education delivered through the internet.
On-the-Job Training	Instruction at work to learn required tasks of the job
Person Match	The Kuder® Career Search with Person Match report includes a section called Person Match, which provides career specialty bios written by real people who have an interest profile similar to the student and have indicated satisfaction in their work.

Personal Learning Plan (PLP)	A flexible plan showing career fields and career clusters of interest to the individual, school and community extended learning activities, a plan of courses for high school, and possibly a plan of courses for post-secondary training.
PLAN®	Predictor of success on the ACT® administered to sophomores.
Plan of Study	A planned, coherent sequence of courses, four to six years in duration, recommended to support interest in a career cluster.
Post-secondary	Education or training after high school.
Prerequisite	A class that must be taken before another class can be taken. Prerequisites often provide an introduction or foundation that will help a student be successful in the next class. For example, it would be best to take Drafting 1 before Drafting 2. Sometimes, permission can be gained to enter a class without the prerequisite if the student can demonstrate knowledge and skill needed for the next class.
Private College	A college that relies on endowments, tuition and fundraising campaigns. They do not receive government subsidies.
Problem Solving and Critical Thinking	EKS: Identifying problems or situations requiring a solution, understanding the context, circumstances or facts related to the situation, and working toward a solution.
PSA	Public Service Announcement
P-SAT®	A test used to prepare for the SAT®. High scores from this test may qualify an individual for a National Merit Scholarship.

Public College	A college operated and financially supported by the state in which they are located.
Religious Affiliated College	A college that has a sponsoring denomination. Most welcome students from other faith denominations.
Required	Classes that the local school board of education has decided are necessary for all students. Required classes must be taken and passed in order to graduate from high school.
Safety, Health, and Environment	EKS: 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.
SAT [®]	A test that assesses high school students' general educational development and their ability to complete college-level work. Most colleges in America accept the SAT [®] as a part of its admissions process.
Service Learning	Volunteer service projects that give students useful work experience while benefiting the community.
Specialty Degree	A college degree that is higher than a masters' degree but not equivalent to a doctorate. Usually a narrow field of study.
Systems	EKS: A group of parts working together as a whole, for example: understanding the policies in a business and how those policies influence the work within a company or industry as a whole, and further into the larger community or environment.

Target Market/Audience	A group of individuals specifically targeted to sell a product to.
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.
Tech Prep	A program between high schools and community colleges that offer students an opportunity to earn college credit through their high school course. The credits apply to only the college that has articulated the course.
Technical School	A private post-secondary school that offers training programs for specific career specialties.
Technical Skills	EKS: The attainment and application of the skills identified for a particular career specialty.
Think-Pair-Share	A strategy in which students think of an answer on their own and then get together with a classmate to share and discuss ideas.
Transcripts	A record of the courses a student has taken, the grades earned and the credits earned. Other information may be included such as achievement test scores, attendance, etc.
Transition	The passage from one part of life to another. Typical transitions for students are from middle school to high school and high school to training after school. Typical transitions for youth are from adolescence to adulthood, or dependence to independence.

Ticket Out or Exit Slip	A strategy for closure where students summarize or reflect on the lesson in writing before exiting the classroom.
Universal Systems Model (PIMTECT)	A visual representation to help learners organize and understand the parts of a system and PIMTECT. PIMTECT is an acronym for People, Information, Materials, Tools, Energy, Capital, and Time.
University/College	A post secondary institution that offers degrees. Programs and length of study vary. Universities are usually larger than a college, provide a wider range of majors and offer advanced degrees such as masters and doctorates.
Vocation/Occupation	Work in which a person is regularly employed.