

# Career Development Occupational Studies

#### PART IV

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NOTE: This document is a work in progress. Parts II and III, in particular, are in need of further development, and we invite the submission of additional learning experiences and local performance tasks for these sections. Inquiries regarding submission of materials should be directed to: The Career Development & Occupational Studies Resource Guide, Room 681 EBA, New York State Education Department, Albany, NY12234 (tel. 518-474-5922).





# **STANDARD I: Career Development**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

1. Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.

#### **Elementary Level Intermediate Level** Commencement Level • complete the development of a begin a career plan that would • continue development of a career plan that would assist in the tranassist in the transition from school career plan that would permit to eventual entry into a career sition from school to eventual eventual entry into a career option entry into a career option of their option of their choosing choosing · demonstrate an awareness of • apply decision-making skills in demonstrate an understanding of the selection of a career option of their interests, aptitudes, and abilities the relationship among personal strong personal interest interests, skills and abilities, and know the value of work to the analyze skills and abilities career research required in a career option and individual and society in general • understand the relationship of relate them to their own skills describe the changing nature of personal interests, skills, and abiland abilities. the workplace brought about by ities to successful employment global competition and technoldemonstrate an understanding of ogy the relationship between the • explore their preferences for changing nature of work and eduworking with people, cational requirements information, and/or things understand the relationship of demonstrate understanding of personal choices to future career the relationship of decision makdecisions. ing to the attainment of future goals describe the changing roles of men and women at home and in the workplace.

# **STANDARD 2: Integrated Learning**

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

1. Integrated learning encourages students to use essential academic concepts, facts, and procedures in applications related to life skills and the world of work. This approach allows students to see the usefulness of the concepts that they are being asked to learn and to understand their potential application in the world of work.

#### **Elementary Level** Intermediate Level Intermediate Level • identify academic knowledge • apply academic knowledge and • demonstrate the integration and and skills that are required in skills using an interdisciplinary application of academic and specific occupations approach to demonstrate the releoccupational skills in their school vance of how these skills are learning, work, and personal • demonstrate the difference applied in work-related situations between the knowledge of a skill in local, state, national, and interand the ability to use the skill · use academic knowledge and national communities skills in an occupational context, • solve problems that call for solve problems that call for and demonstrate the application applying academic knowledge applying academic knowledge of these skills by using a variety and skills. and skills of communication techniques (e.g., sign language, pictures, · use academic knowledge and videos, reports, and technology) skills in an occupational context, and demonstrate the application research, interpret, analyze, and of these skills by using a variety evaluate information and experiof communication techniques ences as related to academic (e.g., sign language, pictures, knowledge and technical skills videos, reports, and technology). when completing a career plan.



## **STANDARD 3a: Universal Foundation Skills**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

#### **BASIC SKILLS**

1. Basic skills include the ability to read, write, listen, and speak as well as perform arithmetical and mathematical functions.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>listen to and read the ideas of others and express themselves both orally and in writing; they use basic mathematical concepts and computations to solve problems.</li> </ul>	listen to and read the ideas of others and analyze what they hear and read; acquire and use information from a variety of sources; and apply a combination of mathematical operations to solve problems in oral or written form.	<ul> <li>use a combination of techniques to read or listen to complex infor- mation and analyze what they hear or read; convey information confidently and coherently in written or oral form; and analyze and solve mathematical problems requiring use of multi- ple computational skills.</li> </ul>

#### THINKING SKILLS

2. Thinking skills lead to problem solving, experimenting, and focused observation and allow the application of knowledge to new and unfamiliar situations.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>use ideas and information to make decisions and solve prob- lems related to accomplishing a task.</li> </ul>	<ul> <li>evaluate facts, solve advanced problems, and make decisions by applying logic and reasoning skills.</li> </ul>	demonstrate the ability to organize and process information and apply skills in new ways.

#### **PERSONAL QUALITIES**

3. Personal qualities generally include competence in self management and the ability to plan, organize, and take independent action.

Elementary Level	Intermediate Level	Commencement Level
demonstrate the personal qualities that lead to responsible behavior.	demonstrate an understanding of the relationship between individ- uals and society and interact with others in a positive manner.	demonstrate leadership skills in set- ting goals, monitoring progress, and improving their performance.

#### **INTERPERSONAL SKILLS**

4. Positive interpersonal qualities lead to teamwork and cooperation in large and small groups in family, social, and work situations.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>relate to people of different ages and from diverse backgrounds.</li> </ul>	<ul> <li>demonstrate the ability to work with others, present facts that support arguments, listen to dis- senting points of view, and reach a shared decision.</li> </ul>	communicate effectively and help others to learn a new skill.

#### **Technology**

5. Technology is the process and product of human skill and ingenuity in designing and creating things from available resources to satisfy personal and societal needs and wants.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>demonstrate an awareness of the different types of technology available to them and of how technology affects society.</li> </ul>	select and use appropriate tech- nology to complete a task.	apply their knowledge of tech- nology to identify and solve problems.

#### **MANAGING INFORMATION**

6. Information management focuses on the ability to access and use information obtained from other people, community resources, and computer networks.

<b>Elementary Level</b>	Intermediate Level	Commencement Level
describe the need for data and obtain data to make decisions.	select and communicate information in an appropriate format (e.g., oral, written, graphic, pictorial, multimedia).	<ul> <li>use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data.</li> </ul>

#### STANDARD 3a: Universal Foundation Skills, continued



### **Managing Resources**

7. Using resources includes the application of financial and human factors, and the elements of time and materials to successfully carry out a planned activity.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>demonstrate an awareness of the knowledge, skills, abilities, and resources needed to complete a task.</li> </ul>	<ul> <li>understand the material, human, and financial resources needed to accomplish tasks and activities.</li> </ul>	allocate resources to complete a task.

#### **SYSTEMS**

8. System skills include the understanding of and ability to work within natural and constricted systems.

Elementary Level	Intermediate Level	Commencement Level
<ul> <li>demonstrate understanding of how a system operates and iden- tify where to obtain information and resources within the system.</li> </ul>	<ul> <li>understand the process of evaluating and modifying systems within an organization.</li> </ul>	demonstrate an understanding of how systems performance relates to the goals, resources, and functions of an organization.

# **STANDARD 3b: Career Majors**

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Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

#### **BUSINESS/INFORMATION SYSTEMS**

#### 1. Basic Business Understanding

Core Level	Specialized Level	Experiential Level
• demonstrate an understanding of business marketing, and multinational economic concepts, perform business-related mathematical computations, and analyze/interpret business-related numerical and financial information.	business marketing, and multi- national economic concepts, per- form business-related mathemat- ical computations, and analyze/interpret business- related numerical and financial information.	Students will:  • demonstrate an understanding of business marketing, and multinational economic concepts, perform business-related mathematical computations, and analyze/interpret business-related numerical and financial information.

#### 2. Business-Related Technology

Core Level	Specialized Level	Experiential Level
Students will:  • select, apply, and troubleshoot hardware and software used in the processing of business transactions.	Students will:  • select, apply, and troubleshoot hardware and software used in the processing of business transactions.	Students will:  • select, apply, and troubleshoot hardware and software used in the processing of business transactions.

#### 3. Information Management/Communication

Core Level	Specialized Level	Experiential Level
Students will:  • prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written, communication skills essential	Students will:  • prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written, communication skills essential for working in today's interna-	<ul> <li>Students will:</li> <li>prepare, maintain, interpret/analyze, and transmit/distribute information in a variety of formats while demonstrating the oral, nonverbal, and written, communication skills essential for working in today's interna-</li> </ul>
for working in today's interna- tional service-/information- /technological-based economy.	tional service-/information-/technological-based economy.	tional service-/information-/technological-based economy.



#### 4. Business System

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>demonstrate an understanding of the interrelatedness of business, social, and economic system/subsystems.</li> </ul>	<ul> <li>demonstrate an understanding of the interrelatedness of business, social, and economic system/subsystems.</li> </ul>	<ul> <li>demonstrate an understanding of the interrelatedness of business, social, and economic system/subsystems.</li> </ul>

#### **5. Resource Management**

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
• identify, organize, plan, and allocate resources (e.g., financial, materials/facilities, human, time) in demonstrating the ability to manage their lives as learners, contributing family members, globally competitive workers, and self-sufficient individuals.	• identify, organize, plan, and allocate resources (e.g., financial, materials/facilities, human, time) in demonstrating the ability to manage their lives as learners, contributing family members, globally competitive workers, and self-sufficient individuals.	• identify, organize, plan, and allocate resources (e.g., financial, materials/facilities, human, time) in demonstrating the ability to manage their lives as learners, contributing family members, globally competitive workers, and self-sufficient individuals.

#### 6. Interpersonal Dynamics

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>exhibit interpersonal skills essential for success in the multinational business world, demonstrate basic leadership abilities/skills, and function effectively as members of a group or team.</li> </ul>	<ul> <li>exhibit interpersonal skills essential for success in the multinational business world, demonstrate basic leadership abilities/skills, and function effectively as members of a group or team.</li> </ul>	exhibit interpersonal skills essential for success in the multinational business world, demonstrate basic leadership abilities/skills, and function effectively as members of a group or team.



### **HEALTH SERVICES**

#### 1. Academic Foundations

Core Level	Specialized Level	Experiential Level
Students will:  • apply knowledge/skills acquired in academic subjects to the health care environment.	Students will:  • apply knowledge/skills acquired in academic subjects to the health care environment.	Students will:  • apply knowledge/skills acquired in academic subjects to the health care environment.

#### 2. Health Systems

Core Level	Specialized Level	Experiential Level
Students will:  • understand the current health care system and its impact on health careers.	Students will:  • understand the current health care system and its impact on health careers.	<ul><li>Students will:</li><li>understand the current health care system and its impact on health careers.</li></ul>

#### 3. Health Maintenance

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>develop knowledge of the concept of optimal health and identity factors that affect health maintenance.</li> </ul>	<ul> <li>develop knowledge of the concept of optimal health and identity factors that affect health maintenance.</li> </ul>	<ul> <li>develop knowledge of the concept of optimal health and identity factors that affect health maintenance.</li> </ul>

#### 4. Legal and Ethical Responsibilities

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>know the importance of performing their role in the health care system in accordance with laws, regulations, policies, ethics, and the rights of clients.</li> </ul>	<ul> <li>know the importance of performing their role in the health care system in accordance with laws, regulations, policies, ethics, and the rights of clients.</li> </ul>	<ul> <li>know the importance of performing their role in the health care system in accordance with laws, regulations, policies, ethics, and the rights of clients.</li> </ul>

#### STANDARD 3b: Career Majors, continued



#### 5. Safety

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>identify safety hazards in a health care setting and prevent illness or injury through safe work practices.</li> </ul>	<ul> <li>identify safety hazards in a health care setting and prevent illness or injury through safe work practices.</li> </ul>	<ul> <li>identify safety hazards in a health care setting and prevent illness or injury through safe work practices.</li> </ul>

#### 6. Communication

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
• communicate information in a variety of formats and media.	communicate information in a variety of formats and media.	communicate information in a variety of formats and media.

#### 7. Interpersonal Dynamics

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>interact effectively and sensitively with all other members of the care team in order to provide high-quality client care.</li> </ul>	<ul> <li>interact effectively and sensitively with all other members of the care team in order to provide high-quality client care.</li> </ul>	interact effectively and sensitively with all other members of the care team in order to provide high-quality client care.

#### 8. Technical Skills

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
• identify procedures within their scope of practice and job description and perform the accurately and in a timely fashion.	• identify procedures within their scope of practice and job description and perform the accurately and in a timely fashion.	• identify procedures within their scope of practice and job description and perform the accurately and in a timely fashion.



### **ENGINEERING/TECHNOLOGIES**

#### 1. Foundation Development

Core Level	Specialized Level	Experiential Level
<ul> <li>Students will:</li> <li>develop practical understanding of engineering technology through reading, writing, sample problem solving, and employment experiences.</li> </ul>	Students will:  develop practical understanding of engineering technology through reading, writing, sample problem solving, and employment experiences.	Students will:  • develop practical understanding of engineering technology through reading, writing, sample problem solving, and employment experiences.

#### 2. Technology

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate how all types of engineering/technical organizations, equipment (hardware/software), and well-trained human resources assist and expedite the production/distribution of goods and services.	Students will:  • demonstrate how all types of engineering/technical organizations, equipment (hardware/software), and well-trained human resources assist and expedite the production/distribution of goods and services.	Students will:  • demonstrate how all types of engineering/technical organizations, equipment (hardware/software), and well-trained human resources assist and expedite the production/distribution of goods and services.

#### 3. Engineering/Industrial Processes

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate knowledge of planning, product development and utilization, and evaluation that meets the needs of industry.	Students will:  • demonstrate knowledge of planning, product development and utilization, and evaluation that meets the needs of industry.	Students will:  demonstrate knowledge of planning, product development and utilization, and evaluation that meets the needs of industry.



#### **HUMAN AND PUBLIC SERVICES**

#### 1. Ethical/Legal Responsibilities

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate professional, ethical, and legal responsibilities toward customers.	Students will:  • demonstrate professional, ethical, and legal responsibilities toward customers.	Students will:  demonstrate professional, ethical, and legal responsibilities toward customers.

#### 2. Communication

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>demonstrate effective communi- cation skills needed to meet the expectations of human and pub- lic services consumers.</li> </ul>	<ul> <li>demonstrate effective communi- cation skills needed to meet the expectations of human and pub- lic services consumers.</li> </ul>	<ul> <li>demonstrate effective communi- cation skills needed to meet the expectations of human and pub- lic services consumers.</li> </ul>

#### 3. Sanitation

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>demonstrate a knowledge of the principles of sanitation used to prevent the transmission of disease-producing microorgan- isms from one person/object to another.</li> </ul>	<ul> <li>demonstrate a knowledge of the principles of sanitation used to prevent the transmission of disease-producing microorgan- isms from one person/object to another.</li> </ul>	demonstrate a knowledge of the principles of sanitation used to prevent the transmission of disease-producing microorgan- isms from one person/object to another.

# 4. Human Growth and Development

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>understand the process of human growth and development and its influence on client needs.</li> </ul>	understand the process of human growth and development and its influence on client needs.	<ul> <li>understand the process of human growth and development and its influence on client needs.</li> </ul>



#### **5. Interpersonal Dynamics**

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate how to interact effectively and sensitively with others.	Students will:  • demonstrate how to interact effectively and sensitively with others.	Students will:  • demonstrate how to interact effectively and sensitively with others.

#### 6. Safety

Core Level	Specialized Level	Experiential Level
Students will:  • provide safe environments for others.	Students will:  • provide safe environments for others.	Students will:  • provide safe environments for others.

#### 7. Thinking/Problem Solving

Core Level	Specialized Level	Experiential Level
<ul> <li>Students will:</li> <li>solve problems, set goals, and make decisions in order to provide services to best meet the needs of others.</li> </ul>	Students will:  solve problems, set goals, and make decisions in order to provide services to best meet the needs of others.	Students will:  solve problems, set goals, and make decisions in order to provide services to best meet the needs of others.

#### 8. Personal Resource Management

Core Level	Specialized Level	Experiential Level
Students will:  • apply personal and resource management skills.	Students will:  • apply personal and resource management skills.	Students will:  • apply personal and resource management skills.

#### 9. Wellness

Core Level	Specialized Level	Experiential Level
Students will:	Students will:	Students will:
<ul> <li>exhibit and promote a positive image of wellness.</li> </ul>	<ul> <li>exhibit and promote a positive image of wellness.</li> </ul>	<ul> <li>exhibit and promote a positive image of wellness.</li> </ul>



#### NATURAL AND AGRICULTURAL SCIENCES

#### 1. Basic Agriculture Foundation Development

Core Level	Specialized Level	Experiential Level
<ul><li>Students will:</li><li>demonstrate a solid base of knowledge and skills in natural and agricultural sciences.</li></ul>	Students will:  demonstrate a solid base of knowledge and skills in natural and agricultural sciences.	Students will:  demonstrate a solid base of knowledge and skills in natural and agricultural sciences.

#### 2. Agriculture Related Technology

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate the ability to use technology to assist in production and distribution of food goods and services of today's agricultural industries.	Students will:  demonstrate the ability to use technology to assist in production and distribution of food goods and services of today's agricultural industries.	Students will:  demonstrate the ability to use technology to assist in production and distribution of food goods and services of today's agricultural industries.

#### 3. Information Management and Communication

Core Level	Specialized Level	Experiential Level
Students will:  • prepare, maintain, interpret, and disseminate quantitative and qualitative pieces of information relating to the natural and agricultural sciences.	<ul> <li>Students will:</li> <li>prepare, maintain, interpret, and disseminate quantitative and qualitative pieces of information relating to the natural and agricultural sciences.</li> </ul>	<ul> <li>Students will:</li> <li>prepare, maintain, interpret, and disseminate quantitative and qualitative pieces of information relating to the natural and agricultural sciences.</li> </ul>



#### 4. Agricultural Business Systems

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate an understanding of the interrelationship between agricultural businesses and organizations designed to produce products, services, and information.	Students will:  demonstrate an understanding of the interrelationship between agricultural businesses and organizations designed to produce products, services, and information.	Students will:  demonstrate an understanding of the interrelationship between agricultural businesses and organizations designed to produce products, services, and information.

#### **5. Resource Management**

Core Level	Specialized Level	Experiential Level
<ul><li>Students will:</li><li>demonstrate the ability to manage personal time, business, and financial resources.</li></ul>	<ul><li>Students will:</li><li>demonstrate the ability to manage personal time, business, and financial resources.</li></ul>	<ul><li>Students will:</li><li>demonstrate the ability to manage personal time, business, and financial resources.</li></ul>

#### **6. Interpersonal Dynamics**

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate the interpersonal skills and abilities needed to function within a sophisticated and sometimes complicated agricultural environment.	Students will:  demonstrate the interpersonal skills and abilities needed to function within a sophisticated and sometimes complicated agricultural environment.	Students will:  demonstrate the interpersonal skills and abilities needed to function within a sophisticated and sometimes complicated agricultural environment.

#### 7. Safety

Core Level	Specialized Level	Experiential Level
Students will:  • demonstrate awareness of the importance of safety and accident prevention in all agricultural situations.	Students will:  • demonstrate awareness of the importance of safety and accident prevention in all agricultural situations.	Students will:  • demonstrate awareness of the importance of safety and accident prevention in all agricultural situations.

# Career Development<br/> & Occupational Studies

## Resource Guide

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li	itional Comments:				
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