

Career-Infused Classroom Checklist

Category/Item	Yes	No	Some
Career Awareness: Is there evidence that the instructor:			
1. identifies and explores student's awareness of career exploration?			
2. provides an understanding that all jobs have certain training/skill and performance requirements?			
3. introduces students to the high demand occupations in the region?			
4. introduces students to the vast array of career information available to help them make informed decisions (e.g., http://www.acinet.org/)?			
5. explains the career planning process and how it can facilitate the attainment of educational and career goals?			

Self Exploration: Is there evidence that the instructor:			
6. helps students begin to talk about the hopes and dreams they have for their lives as the starting point for career exploration?			
7. helps students begin to understand the importance of setting goals to reach their dreams?			
8. aids students in identifying their own transferable skills?			
9. helps students find out about their interests and talents and how to use that information to guide educational and career decisions?			
10. helps students learn about skill categories and to identify their own skills			
11. helps students identify their interests and talents and how to use that information to guide educational and career decisions?			
12. helps students identify what job values are and their importance in choosing a career; helps students prioritize their work values and clarify the importance of them?			
13. helps students understand the relationship between their interests, skills, values, and abilities, and how that informs educational and career options?			

Career Exploration: Is there evidence that the instructor:	Yes	No	Some
14. helps students become familiar with how to find occupational information on the Internet and to know what type of information is helpful in comparing occupational choices?			
15. helps students learn what labor market information is and how to use it?			
16. helps students learn how to conduct an informational interview?			
17. helps students think long-term about job opportunities?			
18. helps students learn about the rights of employees in the workplace?			

Career Planning: Is there evidence that the instructor:	Yes	No	Some
19. helps students make a good match between a desired occupation and their basic skills?			
20. engages students in building a monthly budget by identifying household budget items and estimating monthly expenses?			

Career Planning: Is there evidence that the instructor:	Yes	No	Some
21. helps students understand the advantages and disadvantages within choices that we make?			
22. helps students understand the different types of approaches to decision making and to identify their own decision making approach?			
23. helps students understand what a goal is and the criteria for a SMART goal?			
24. helps students develop a system to support them in reaching a goal?			
25. helps students identify potential barriers and solutions to pursuing a career?			
26. helps students understand and identify their preferred learning styles, and become familiar with study strategies that support them?			
27. helps students understand the college admissions process, financial aid and what placement tests are, how they are used, and how to prepare for them?			
28. has students learn about the various types of postsecondary schools and institutions that provide further education and to understand the advantages and disadvantages of each?			
29. helps students learn how to access information from a college website?			
30. raises students' awareness about and use of campus resources for supporting student success?			
31. helps students learn about options for paying for further education?			
32. helps students understand the difference between a need versus a want, and how that can help in managing money?			
33. helps students develop next steps in student's career and educational planning process?			

Contextualized Learning: Is there evidence that the instructor:	Yes	No	Some
34. ensures that student interests and career plans have been identified?			
35. helps students understand why they are learning what she/he is teaching?			
36. knows what experiences the students have had and what their goals are?			
37. relates new concepts to what the students already know?			
38. ensures that students experience learning through hands on activities that allow them to discover new knowledge?			
39. uses real life materials in his/her teaching that are important to the students' lives?			
40. gives students opportunities to apply what they have learned to real life situations?			
41. has students regularly participate in interactive groups where they share information, make decisions, and solve problems?			
42. uses lessons and activities that encourage students to apply what they have learned to new situations including their planned futures?			
43. conducts research, interviews, and/or observations to determine the skills and knowledge needed for successful transition to the next step in the academic ladder of the career pathway?			
44. contextualizes content and skills to tasks related to selected career clusters, occupations, and/or occupational training curriculum?			