

College and Career Preparedness (CCP) Level 3 Standards at a Glance

Level 3 Standard	Level 3 Proficient Rubric
Technology	
Digital Citizenship and Technology Use: Understand digital citizenship in the workplace and maintain efficiency in a world of distractions	<ul style="list-style-type: none"> - Describe at least three different ways of appropriate use and misuse of workplace technology - Review and analyze at least two different case studies involving workplace technology - Explain appropriate use of technology in your work and personal life (location, timing, duration) - Consistently demonstrate efficient work habits while using technology
Collaboration: Use digital tools to enhance learning experiences through local and global connections	<ul style="list-style-type: none"> - Explore a variety of viewpoints by connecting with learners, experts, and community members - Use digital tools to safely and effectively to collaborate with others to explore a problem and investigate possible solutions
Technology Literacy: Examine emerging technology and discuss their potential impact on the community	<ul style="list-style-type: none"> - Brainstorm and research various emerging technologies - Assess the potential impacts on the community, both positive and negative (consider financial/economic impacts, moral/ethical impacts, social/relationship impacts, etc.) - Offer proactive steps to lessen the negative impact
Media Literacy and Research Strategies: Employ effective research strategies by finding credible, reliable, and accurate information that is used for educational purposes	<ul style="list-style-type: none"> - Consistently demonstrate the use of reliable and credible sources when conducting research and creating original works
Plagiarism and Copyright: Examine consequences for copyright infringement or plagiarism in different settings (school, college, workplace, and personal life)	<ul style="list-style-type: none"> - Consistently model academic integrity - Analyze the personal and legal consequences of copyright infringement using real world examples - Discuss the personal and legal consequences - Analyze the impacts of technology on the rights of creators
Internet Safety: Apply internet safety knowledge to everyday decisions	<ul style="list-style-type: none"> - Examine the concept of screen/technology addiction - Articulate the impact internet use can have on mental health - Demonstrate a healthy balance of internet use - Describe specific strategies to protect personal accounts (banking, social media, etc.) - Explain the importance of HIPPA and FERPA as it relates to individuals
Career Readiness	
Professional Etiquette: Examine the implications of professional etiquette in the workplace (including but not limited to harassment, communication, reliability)	<ul style="list-style-type: none"> - Examine the implications for inappropriate behavior in the workplace (consider self, others, and the working environment) - Participate in workplace etiquette training (at school or at place of employment) - Obtain an etiquette assessment from a leader (advisor, teacher, family member, boss, etc)
Career Survey: Using the results of a career survey, outline three potential career paths	<ul style="list-style-type: none"> - Outline three career paths in portfolio based on a career survey (should include required education/training, basic and special skills required, job availability, average salary, job duties and expectations, etc.) - Create a current resume for one career path for portfolio
Career Exploration: Perform an approved aide position, job shadow, or obtain employment	<ul style="list-style-type: none"> - Perform an approved job or aide position or obtain employment - Write and reflect on responsibilities and contributions to your job - Participate in and reflect on an exit interview
Personal Finance: Apply financial literacy skills to real world experiences	<ul style="list-style-type: none"> - Evaluate the importance of planning for retirement, health insurance, and other large investment items - Explain what it means and how to build good credit - Create a personal budget based on current OR expected post-secondary income - Simulate the process of doing taxes
Portfolio: Refine and finalize portfolio for digital presentation using current artifacts	<ul style="list-style-type: none"> - Use feedback to improve and enhance portfolio - Update and finalize digital portfolio to include: <ul style="list-style-type: none"> - Awards and certificates - New work samples (at least 2) - Resume and cover letter - Letter of recommendation - College or career plans - Updated "about me" with new photo - Updated out of school activities and interests - Present portfolio to stakeholders
Communicate effectively through oral, written, and nonverbal communication: Apply effective communication skills to address confrontation or conflict	<ul style="list-style-type: none"> - Use effective questioning and listening techniques to better understand and enhance communication - Overcome challenges or conflict through open, honest, and respectful communication (oral, written, and nonverbal) - Examine the importance of effective communication, especially during confrontation or conflict