

FUNDAMENTAL SKILLS CERTIFICATE

INTRODUCTION

The “Fundamental Skills Certificate” is the Magic Valley’s commitment to employers to provide qualified graduates who can compete globally with others for positions in a changing job market. We will meet the challenge by having students demonstrate high-level competencies in the areas of:

- INDUSTRY DIRECTED ATTENDANCE STANDARDS
- HIGH LEVELS OF WORK ETHICS AND WORK HABITS
- COMPUTER LITERACY
- ORAL COMMUNICATION
- READING
- MATHEMATICS
- JOB SITE INTERNSHIP TRAINING

Students will be required to meet pre-internship standards before the start of their “Internship/Apprenticeship” experience. **Employers are encouraged to support the concept by granting interviews to the students who complete the certificate.**

FUNDAMENTAL SKILLS CERTIFICATE

SUMMARY OF STEPS

The “Fundamental Skills Certificate” is the benchmark used for students to demonstrate mastery in a variety of skill areas (items may be completed in any sequence, and copies of all work should be included in the portfolio). The goal is for students to complete all certificate requirements.

Listed below are the areas in which students will demonstrate mastery:

	<u>Date of Verification</u>
• Work Ethics/Habits	_____
2. Oral Communication Skills	_____
3. Written Communication Skills	_____
4. Reading Proficiency	_____
5. Mathematical Skills	_____
6. Computer Literacy Skills	_____
7. Completion of Internship	_____

FUNDAMENTAL SKILLS CERTIFICATE

WORK ETHICS/HABITS

STANDARD:

The modern workplace requires honest, ethical decisions and actions that promote high productivity.

These include:

- Punctuality
- Completing work on time
- Following directions
- Participating as an effective group member
- Taking responsibility for one's own actions
- Helping others
- Demonstrating integrity and honesty

ASSESSMENT:

TWO CORE CLASS TEACHERS AND ONE TEACHER/EMPLOYER OF THE STUDENT'S CHOICE ARE NEEDED TO SIGN OFF ON THIS SECTION. EMPLOYERS MAY ALSO SIGN OFF ON THE REQUIREMENTS WHILE THE STUDENT IS IN THE INTERNSHIP.

THE MINIMUM QUALIFYING SCORE MUST BE MET ON EACH OF THE EVALUATIONS. IN ADDITION, AN AVERAGE SCORE OF 30 MUST BE ACHIEVED USING THE SAME TEACHER/EMPLOYER ASSESSMENTS.

FUNDAMENTAL SKILLS CERTIFICATE

WORK ETHICS/HABITS EVALUATION

Student

School

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

1. MEETS ATTENDANCE STANDARDS “per semester/trimester”

- 4 Perfect Attendance
- 3 1-3 Absences
- 2 4-6 Absences
- 1 7 or more Absences

2. MEETS PUNCTUALITY STANDARDS

- 4 Always Punctual
- 3 1-3 Tardies
- 2 4-6 Tardies
- 1 7 or more Tardies

3. TAKES RESPONSIBILITY FOR OWN ACTIONS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

4. DEMONSTRATES INTEGRITY AND HONESTY

- ____ Yes
- ____ No (DISQUALIFIES STUDENT)

If “No” please explain: _____

SIGN OFF: _____
School Official/Counselor/Employer

Date

FUNDAMENTAL SKILLS CERTIFICATE

WORK ETHICS/HABITS EVALUATION

Student _____

School _____

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

1. MEETS ATTENDANCE STANDARDS

- 4 Perfect Attendance
- 3 1-3 Absences
- 2 4-6 Absences
- 1 7 or more absences

2. MEETS PUNCTUALITY STANDARDS

- 4 Always Punctual
- 3 1-3 Tardies
- 2 4-6 Tardies
- 1 7 or more Tardies

3. COMPLETES WORK IN A TIMELY MANNER

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

4. PRESENTS QUALITY WORK

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

5. FOLLOWS DIRECTIONS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

6. PARTICIPATES AS A GROUP MEMBER

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

7. TAKES RESPONSIBILITY FOR OWN ACTIONS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

8. HELPS OTHERS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

9. APPROPRIATE APPEARANCE/DRESS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

10. DEMONSTRATES INTEGRITY AND HONESTY

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

If "No" please explain: _____

Total Score: _____ **(Minimum qualifying score is 28)**

SIGN OFF: _____

Teacher #1 or Employer

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Subject/Worksite

Date

FUNDAMENTAL SKILLS CERTIFICATE

WORK ETHICS/HABITS EVALUATION

Student

School

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

1. MEETS ATTENDANCE STANDARDS

- 4 Perfect Attendance
- 3 1-3 Absences
- 2 4-6 Absences
- 1 7 or more absences

2. MEETS PUNCTUALITY STANDARDS

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- 1 Seldom

9. APPROPRIATE APPEARANCE/DRESS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

10. DEMONSTRATES INTEGRITY AND HONESTY

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

If "No" please explain: _____

Total Score: _____ (Minimum qualifying score is 28)

SIGN OFF: _____
Teacher #2/ or Employer **7** **Subject/Worksite** **Date**

FUNDAMENTAL SKILLS CERTIFICATE

WORK ETHICS/HABITS EVALUATION

Student

School

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

1. MEETS ATTENDANCE STANDARDS

- 4 Perfect Attendance
- 3 1-3 Absences
- 2 4-6 Absences
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2. MEETS PUNCTUALITY STANDARDS

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- 1 Seldom

9. APPROPRIATE APPEARANCE/DRESS

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

10. DEMONSTRATES INTEGRITY AND HONESTY

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

If "No" please explain: _____

Total Score: _____ (Minimum qualifying score is 28)

SIGN OFF: _____
Teacher #3/ or Employer 8 Subject/Worksite Date

FUNDAMENTAL SKILLS CERTIFICATE

COMMUNICATION MASTERY

STANDARD:

Students will demonstrate skills necessary to communicate effectively in the modern workplace.

These include the ability to :

- Ask pertinent questions
- Demonstrate appropriate non-verbal skills
- Express ideas clearly and in an organized manner
- Use good listening skills
- Use appropriate etiquette when using cell phone/texting

ASSESSMENT:

A CORE TEACHER AND ONE TEACHER/EMPLOYER OF THE STUDENT'S CHOICE ARE NEEDED TO SIGN OFF ON THIS SECTION.

EMPLOYERS MAY SIGN OFF ON THIS SECTION WHILE THE STUDENT IS COMPLETING THE INTERNSHIP

THE MINIMUM QUALIFYING SCORE MUST BE MET ON EACH OF THE TEACHE/OR EMPLOYER EVALUATIONS.

FUNDAMENTAL SKILLS CERTIFICATE

COMMUNICATION MASTERY

Student

School

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

1. ASKS PERTINENT QUESTIONS

(Questions are appropriate to the situation)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

2. DEMONSTRATES APPROPRIATE NON-VERBAL SKILLS

(Eye contact, facial expressions, attentive, positive posture)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

3. EXPRESSES IDEAS CLEARLY AND IN AN ORGANIZED MANNER

Uses correct grammar paraphrases or summarizes when appropriate to increase understanding)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

4. LISTENS ACCURATELY FOR INFORMATION AND MEANING

(Follows instructions, responds appropriately, gives feedback)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

Total Score: _____ **(Minimum Qualifying Score is 10)**

SIGN OFF: _____

Core Teacher/or Employer

10

Date

FUNDAMENTAL SKILLS CERTIFICATE

COMMUNICATION MASTERY

Student

School

CIRCLE APPROPRIATE NUMBER – Highest rating: 4 Lowest rating: 1

5. ASKS PERTINENT QUESTIONS

(Questions are appropriate to the situation)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

6. DEMONSTRATES APPROPRIATE NON-VERBAL SKILLS

(Eye contact, facial expressions, attentive, positive posture)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

7. EXPRESSES IDEAS CLEARLY AND IN AN ORGANIZED MANNER

Uses correct grammar, paraphrases or summarizes when appropriate to increase understanding)

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8. LISTENS ACCURATELY FOR INFORMATION AND MEANING

(Follows instructions, responds appropriately, gives feedback)

- 4 Always
- 3 Usually
- 2 Sometimes
- 1 Seldom

Total Score: _____ **(Minimum Qualifying Score is 10)**

SIGN OFF: _____

Teacher #2/ or Employer

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_____ Date

FUNDAMENTAL SKILLS CERTIFICATE

WRITTEN COMMUNICATION MASTERY

STANDARD:

Through a series of writing samples, students will demonstrate mastery in written communication in the following areas:

1. The ability to transfer oral and written information to a usable form
 - Writes coherent compositions that interpret and analyze text
 - Transcribes oral information into usable directions or instructions
2. The ability to select the correct format for delivering information in a variety of situations
 - Writes compositions that are clearly focused for a variety of audiences, occasions, and purposes
 - Writes compositions that clearly fulfill different purposes. Samples include writings intended to describe, inform, persuade, analyze, narrate, explain and/or entertain
 - Writes compositions with clear thesis and specific supporting details
3. The ability to demonstrate acceptable mastery of standard written English
 - Student uses appropriate structure of sentences, paragraphs, and compositions
4. The ability to demonstrate acceptable business writing
 - Writes appropriate resume' and letter application

ASSESSMENT:

The instructor will certify that the student meets or exceeds tenth-grade level Proficiency in above areas as evidenced by:

- a score of 3.0 or above on the State of Idaho Direct Writing assessment, or
- proficiency in language and reading on the ISAT Test
- a score of 16-46 on the COMPASS test
- a grade-equivalent score of 10.0 or above on the Test of Adult Basic Education (TABE), or
- successful completion of the GED writing exam with a score of 450 or above

SIGN OFF:

English Teacher/Counselor

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Date

FUNDAMENTAL SKILLS CERTIFICATE

READING PROFICIENCY

STANDARD: Students will perform at or above a tenth-grade level as evidenced by:

- proficiency on the Reading ISAT, or
- state approved reading examination, or
- reading score of 26-60 on the COMPASS, or
- on the successful completion of reading ACT
- successful completion of the GED literature exam with a score of 450 or above

SIGN OFF: _____
English Teacher/Counselor

Date

FUNDAMENTAL SKILLS CERTIFICATE

MATHEMATICS PROFICIENCY

STANDARD:

Students will demonstrate mastery of the following mathematical skills:

- compute addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages
- solve problems using whole numbers, fractions, decimals, and percentages
- solve basic algebra problems with one variable
- demonstrate ability to estimate in abstract situations
- solve authentic problems involving checking accounts and making change
- calculate dimensions of scale drawings using whole numbers, fractions, and decimals
- interpret bar, line, and circular graphs
- calculate basic geometry problems involving area, and perimeter

ASSESSMENT:

Students may demonstrate competence by scoring:

- successful completion of the ISAT test, or
- at the 40th percentile on the Preliminary Scholastic Aptitude Test (PSAT), or
- 85% or greater score using a locally-designed mathematics assessment instrument, or
- successful completion of the GED math exam with a score of 450 or above
- Employer pre entry math examination

SIGN OFF:

_____ Math Teacher/Counselor/Employer 14

_____ Date

FUNDAMENTAL SKILLS CERTIFICATE

COMPUTER LITERACY SKILLS

STANDARD:

Students will demonstrate their computer knowledge by mastering (5) of the following skills:

- Show keyboarding and ten key proficiency:
Minimum of 30 words per minute
- Pull and use information from a CD-ROM and backup. Show ability to save information on a disk and backup a computer file
- Prepare a resume' and cover letter using computer
- Show ability to use "Reality Check" on the CIS program
- Prepare a sample spreadsheet (see example)
- Prepare a sample database
- Show understanding of local area networks.
Be able to use e-mail (send, receive, print, and save)
- Complete a cost comparison analysis using a computerized presentation program and use the internet as an information source

SIGN OFF: _____
Teacher/Employer

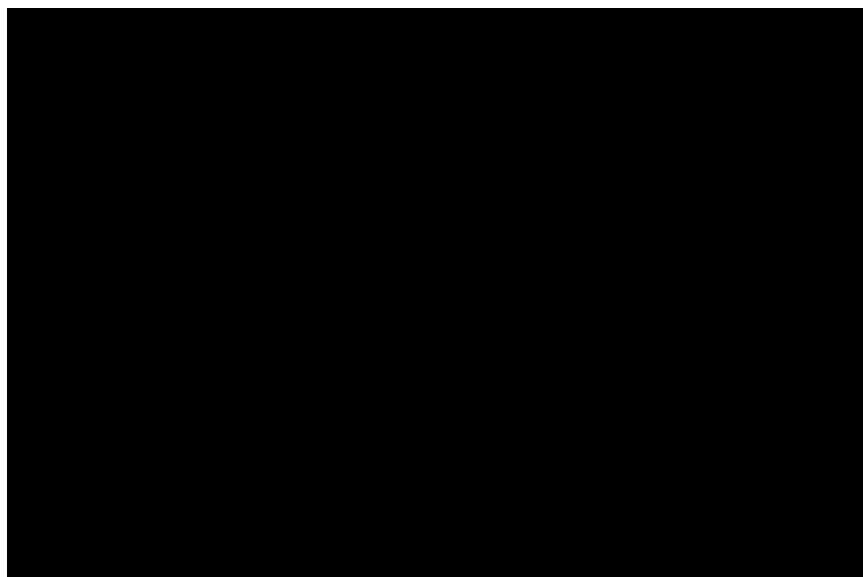
Date

FUNDAMENTAL SKILLS CERTIFICATE

COMPUTER LITERACY SKILLS

Spreadsheet Example

Example: Cost of owning a car.



SIGN OFF: _____
Teacher/Employer

Date

FUNDAMENTAL SKILLS CERTIFICATE

INTERNSHIP PLANNING

The mentor has goals for the internship experience; so does the student. These goals may be quite different. The challenge for the business mentor and the intern is to plan experiences that jointly establish goals. These goals must include not just the job in question, but how the business functions.

COMPLETING THE STUDENT INTERNSHIP PLAN

The mentor and intern should develop two to five goals for the internship.

Sample goals for intern:

A. To Learn Specific Skills

I want to know how to write a business letter, interact with customers, and operate business machines.

B. To Gain an Overview of Careers

I want to learn more about careers in business, education, science, engineering, health, law, banking, law enforcement, social services, television, military, etc.

I intend to gain an understanding of what an (accountant, mechanic, engineer, banker, technician) does day-to-day, and what skills and training are required.

C. To Acquire Personal Growth

I hope to become more comfortable and confident in communicating with co-workers.

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

STUDENT INTERNSHIP PLAN

Student

Business

The business mentor and the intern meet to plan and negotiate the internship. They define specific goals they wish to achieve during the internship. This internship should be no less than 20 hours and may be during or after school hours. Generally, the internship is not a paid position.

Estimated number of total hours: _____

Hours intern is to work: _____ **to** _____

INTERN'S INTERESTS:

PERSONAL GOALS:*

1. _____
2. _____
3. _____
4. _____
5. _____

RELATED ACTIVITIES:*

1. _____
2. _____
3. _____
4. _____
5. _____

*Goals and/or activities may be expanded during the internship.

Business Mentor Signature

Date

Student Intern Signature

Date

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

INTERNSHIP PROGRAM PARENT/GUARDIAN PERMISSION FORM

I give permission for my student _____,
to participate in an internship program. I understand that the mentor is a volunteer,
not a school employee, and that internship activities help students become successful
in school and prepare them for successful careers.

I have reviewed and support the student internship plan and will encourage my
student's participation.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

School Official Signature

Date

FUNDAMENTAL SKILLS CERTIFICATE

BUSINESS MENTOR EVALUATION

Business Mentor

Student Intern

Telephone

Location

Total Hours

Semester/Year

Please rate your intern in each of the following areas.

Did the intern meet expectations? Write yes or no in the space provided.

Attendance	_____	Communication Skills	_____
Promptness	_____	Adherence to Rules/Policies	_____
Dependability	_____	Completion of Assigned Tasks	_____
Appearance/Dress	_____	Adaptation to New Situations	_____
Maturity	_____	Attention to Instructions	_____
Willingness to Participate	_____	Responsibility with Equipment	_____
Honesty/Integrity	_____	Adherence to Safety Procedures	_____
Cell phone etiquette/texting	_____		

Would you recommend this intern for hire? Yes_____ No_____

Please give us your impression of the intern's performance.

Business Mentor Signature

Title

Date

FUNDAMENTAL SKILLS CERTIFICATE

STUDENT INTERNSHIP EVALUATION

Business Mentor

Company Name

Telephone

Location

Student completing Evaluation

Total Hours

Semester/Year

Describe Internship Experience

Positions _____

Duties _____

Activities _____

Would you change anything? _____

Most positive experience _____

Would you recommend this position to other interns? _____

Were you prepared for this internship? Yes _____ No _____

If "no" please explain: _____

*Please use back of sheet for further comments.

Signature

Date