
Career Pathways Program of Study and Industry Certifications

Short Workshop Agenda

Pre-event:

- Participants are asked to view: Career Pathways Project Development Workshop Introduction pdf and skim the associated hyperlinks within the presentation
- Examine the Program of Study Outline and Crosswalk
- Examine the Programs of Study and Certifications Working Document - for the Cluster being worked on this day
- Explore the STARS Manual section(s) - for the Cluster being worked on this day
- Review the Industry Certifications associated with this Career Cluster. Make note of the ones you currently are using at your school or recognizing at your college or accepting at your company or organization.

Workshop:

Task One: What are the existing classes ready to go in a Program of Study?

- Examine the POS Course Sequence Chart for the Pathway with courses suggested by the Career Clusters Model
- Discuss like courses currently offered at the high school. Enter those into the POS Course Sequence Chart.
- Locate each course in the STARS manual.
- Read each course description and discuss if it accurately describes the course. Scan the other offerings in STARS. Decide if each course is still a valid course to offer as part of the Career Pathway's Program of Study.
- Update the **Programs of Study and Certifications Working Document** - for the Cluster

Task Two: Are there gaps in the Program of Study?

- Fill in the **Programs of Study and Certifications Working Document** for your Pathway with any new courses found in the STARS Manual that the group agrees on.
- Find each course description in the **STARS Manual pages** for this Career Cluster and discuss if it accurately describes the course.

- Decide if each course is still a valid course to offer as part of the Career Pathway's Program of Study
- Update the **Programs of Study and Certifications Working Document**

Task Three: Are there courses missing that when added will form a complete POS Course Sequence Chart for your Pathway?

- Name and Write a brief description of what the missing course(s) should be on the **Programs of Study and Certifications Working Document**.

Task Four: What should students in the Career Pathway be able to do?

- Complete the **Template for Program Learning Outcomes** Matrix addressing each course in the POS

Task Five - What are the Industry Certifications that are available for students in the Pathway:

- Make note of the Certifications currently being used at each school, being recognized at your college, or accepted at your company or organization
- "Stack" the certifications so that it is clear as to which one is available first, second, and so on.
- Complete the Certifications Table in the **Programs of Study and Certifications Working Document**

Preparation needed for Workshop:

- Name tags
- sign in sheets
- Pre-event reading material
- Jump Drives or Website with with electronic version of the following:
 - Presentation PowerPoint: Career Pathways Project Development Workshop
 - Printout: Program of Study Outline and Crosswalk
 - Printout: Programs of Study and Certifications Working Document - for each Cluster being worked on this day
 - Printout: STARS Manual pages for this Career Cluster - one per Table

- Printout: POS Course Sequence Chart template with Template for Name and description of missing course(s) - one for each Pathway
- “I Like/I Wonder” protocol page - three per table and
- Printout: Template for Program Learning Outcomes Matrix
- Printout: Template for Current Industry Certifications linked to the Career Cluster and each Pathway

If possible, identify one scribe per working group to fill in the electronic version on their laptop or fill in the Templates

Suggested time frame: 90 minutes to 2 hours