

South Carolina Work-Based Learning COVID-19 Alternative MicroCareerBurst Online Job Shadow Learning Plan

Student's Name: _____

School/Career Center: _____

School District: _____

Date MicroCareerBurst Completed: _____

MicroCareerBurst Virtual Job Shadow Name: _____

Student's Career Pathway/Program of Study: _____

Job Description (Please list tasks, responsibilities, job role(s) identified in the MicroCareerBurst Video)

1

Employability Attributes

The employability attributes provided below are Profile Elements essential in every work environment throughout one's career. As a student, your understanding of each attribute should be viewed as the foundation upon which specific workplace and career ready skills are aligned with the Profile of the SC Graduate.

PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	Provide at least one example found in the MicroCareerBurst Video for each of the Profile Elements listed:
Attendance, Appearance, and Punctuality	<ul style="list-style-type: none"> ▪ Arrives on time and prepared for work ▪ Provides sufficient notice if unable to report for work ▪ Clean, neat appearance ▪ Dresses appropriately for position and duties ▪ Wears ID Badge in accordance with policy ▪ Practices personal hygiene for position and duties 	<p style="text-align: center;"><i>You will need to provide one example for Attendance, Appearance and Punctuality:</i></p> <div style="border: 1px solid black; height: 150px;"></div>

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PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	Provide at least one example found in the MicroCareerBurst Video for each of the Profile Elements listed:
Initiative, Motivation and Self-Direction	<ul style="list-style-type: none"> ▪ Participates fully in tasks or projects from start to finish ▪ Initiates interaction with supervisor for next task or project upon successful completion of previous one ▪ Able to work with little supervision; dependable ▪ Use good judgement 	<p style="text-align: center;"><i>You will need to provide one example for Initiative, Motivation and Self-Direction:</i></p>
Communication	<ul style="list-style-type: none"> ▪ Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers ▪ Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	<p style="text-align: center;"><i>You will need to provide one example for Communication:</i></p>

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PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	Provide at least one example found in the MicroCareerBurst Video for each of the Profile Elements listed:
Teamwork and Collaboration	<ul style="list-style-type: none"> ▪ Works productively with co-workers, individually and in teams; support organization’s mission and goals ▪ Accepts direction and constructive feedback with positive attitude ▪ Cooperative 	<i>You will need to provide one example for Teamwork and Collaboration:</i>
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> ▪ Notices and identifies challenges and problems that arise in the workplace ▪ Brings concerns to attention of supervisors when appropriate ▪ Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 	<i>You will need to provide one example for Critical Thinking and Problem Solving:</i>

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PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	Provide at least one example found in the MicroCareerBurst Video for each of the Profile Elements listed:
Workplace Policy, Integrity, Culture and Safety	<ul style="list-style-type: none"> ▪ Exhibits understanding of workplace culture and policy ▪ Follows professional standards for use of computers, phones and social media ▪ Respects confidentiality ▪ Complies with health and safety rules for the workplace ▪ Adheres to cell phone usage policy 	<p style="text-align: center;"><i>You will need to provide one example for Workplace Policy, Integrity, Culture and Safety:</i></p>
Knowing How to Learn	<ul style="list-style-type: none"> ▪ Eager and willing to learn ▪ Listens and observes to learn ▪ Asks questions ▪ Initiates to seek answers ▪ Inquisitive ▪ Manages time effectively 	<p style="text-align: center;"><i>You will need to provide one example for Knowing How to Learn:</i></p>

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PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	Provide at least one example found in the MicroCareerBurst for each of the Profile Elements listed:
Global Perspective	<ul style="list-style-type: none"> • Identifies and respects cultural diversity • Understands social/economic relationship impact on the job • Thinks globally and understands how job is linked to people worldwide 	<p style="text-align: center;"><i>You will need to provide one example for Global Perspective:</i></p>

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Workplace & Career Specific Skills

List *three skills* that were a focus of the MicroCareerBurst online work-based learning experience you just completed. Choose from the following examples or identify other skills relevant to the specific worksite environment and/or career goals.

Career/Engagement Skills

Adaptability
Collecting and Organizing
Public Speaking
Creativity
Professionalism
Leadership
Project Management

Digital Literacy Skills

Computer Technology
Database Usage
Graphic Design
Coding
Internet/Social Media Usage

Applied Academic Skills

Applied Mathematics
Reading
Research and Analysis
Writing
Multiple Languages

STEM-Related Skills

Analyze
Engineering Concepts
Technology Driven
Science Concepts
Repair equipment
Predict/Conclude

SKILL	EXPLAIN HOW THE SKILL WAS USED IN JOB ROLE

Further information (*you may need to research online*):

Name two organizations, business or industries that would likely hire for this career.

1.	
2.	

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Here is what I want to remember about this career: *(add your notes here)*