

Vocational Endorsement: Demonstration #15

Explanation

Choosing the Vocational Endorsement is in lieu of 60 elective credits. It is strongly suggested that the student begin the necessary steps for completing the requirements at least two years prior to planned graduation.

Earning a Vocational Endorsement can be the most important area of study in which many students will participate during their high school careers. Although students must complete at least one endorsement, they are encouraged to strive for and achieve more than the minimum in order to expand their post-graduate opportunities.

Endorsements are awarded based on the student's ability to demonstrate the skills necessary to find employment related to the endorsement field. This allows the graduate to proceed from high school to the next step of life without the trauma that can accompany those who are unprepared.

Students also benefit from earning a Vocational Endorsement through gaining a more realistic perspective on the needs and expectations of the work place, by making professional contacts which will help in finding employment or acceptance in the market place, and by providing evidence of past successes in their chosen field.

Listed below are the steps necessary to obtain an endorsement.

- Student completes a Vocational Endorsement Pre-Approval.
- Submits form to education specialist who approves the plan and submits to the guidance office.
- Request is either approved or modified by the guidance office.
- Student completes the following:
 - * Personal Preparation including
 - record of experience (300 hours minimum)
 - job opportunities research
 - resume
 - * Portfolio
 - * Demonstration
 - * Testing (if appropriate)
 - * Guidance office for final approval.
 - * Qualifications of demonstration panel members.
- ES collects all Vocational Endorsement Checklist items, signs and submits to Guidance Office for final approval. The Guidance Office will email ES Confirming denial or approval of endorsement.
- Upon approval by Guidance Office, ES submits “Vocational Endorsement Passed” on electronic report card.

Vocational Endorsement Pre-Approval

Student Name _____ Student # _____

ES Name _____ ES # _____

Name of Vocational Endorsement Requested	Planned Graduation Date
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1) Experiences in field will include: _____

1) I will research the following topics: _____

2) I will submit a resume.

3) I will submit a portfolio.

4) Demonstration Description: _____

5) Entry level tests I expect to take: _____

Student Signature

ES Signature

Guidance Office Use: ___ Approved

___ Denied

Modifications needed: _____

Vocational Endorsement: Demonstration #15 Checklist

(ES uses this to check off all required items as they are received from student. ES signs and submits checklist and all documentation to Guidance Office.)

Student Name: _____ Student Number: _____

ES Name: _____ ES Number: _____

Endorsement Description: _____

	<u>Inclusion Item</u>	<u>Date Completed</u>
<input type="checkbox"/>	Vocational Endorsement Pre-Approval Received	_____
<input type="checkbox"/>	Vocational Endorsement Pre-Approval Approved	_____
<input type="checkbox"/>	Record of Experience (min. 300 hours)	_____
<input type="checkbox"/>	Job Opportunities Research	_____
	<input type="checkbox"/> potential earnings or salary range	_____
	<input type="checkbox"/> potential employability	_____
	<input type="checkbox"/> range of expertise and possibility of advancement.	_____
	<input type="checkbox"/> typical job security and future outlook	_____
	<input type="checkbox"/> typical work schedules	_____
	<input type="checkbox"/> benefits/perks, potential hazards	_____
	<input type="checkbox"/> related fields of employment	_____
<input type="checkbox"/>	Resume	_____
	<input type="checkbox"/> education	_____
	<input type="checkbox"/> work experience	_____
	<input type="checkbox"/> two professional references	_____
	<input type="checkbox"/> two personal references	_____
	<input type="checkbox"/> desired position/employment	_____

- related personal goals/objectives _____
 - Portfolio _____
 - evidence(photos, paintings, videos, etc.) _____
 - test scores _____
 - two letters of professional recommendation _____
 - two letters from clients/customers/audience _____
 - Demonstration/Interview _____
 - Panel member qualifications submitted _____
 - Panel member qualifications approved _____
 - Demonstration completed _____
 - Relevant Test(s) _____
- Name of test
- _____
- Name of test

ES Signature

Date

Guidance Office Admin

Date

- Email Notification sent to ES _____
- Date

Once approved, this form and supporting documentation is to be filed in the graduation file. If denied, the packet is mailed back to ES.

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Personal Preparation

1. **Record of Experience**

This will include a log or journal of the students experiences in their chosen field of endeavor. This log should be kept in chronological order and include the following: the dates, a description of the job/exercise/event, place it was performed, and the name of the supervisor. (This should include practice hours as well as supervised or independent work. Use Record of Experience Form. A minimum of 300 hours is required.)
2. **Job Opportunities Research**

The student will gather information from a variety of sources (interviews with professionals in the field, book on careers, etc.) on their chosen field in the following areas:

 - * potential earnings or salary range
 - * potential employability
 - * range of expertise and the possibility of advancement
 - * typical job security and future outlook
 - * typical work schedules
 - * job benefits/perks, potential hazards inherent in this field
 - * closely related fields of employment.

This information should be organized in a clear and concise manner with sources cited appropriately.
3. **Resume**

A professional quality resume (related to the area of endorsement) shall be submitted. It needs to include:

 - * education
 - * work experience
 - * names, addresses and phone numbers of two professional and two personal references
 - * desired position/employment
 - * related personal goals/objectives.
4. **Portfolio**

The professional-type portfolio will include the following:

 - Evidence of a range of accomplishment in the field of endorsement (This may include photographs, paintings, examples, cassettes, videos, etc.)
 - Appropriate test scores.
 - Two letters of professional recommendation from professionals in the field.
 - Two letters of personal recommendation from community leaders.
 - Two letters of recommendation from clients/customers/audience.

(These letters should be mailed directly to the Horizon Instructional Systems office by their authors. Copies of these letters can be included in the portfolio.)

5. Demonstration/Interview

The student shall demonstrate his/her competency in a given field through a demonstration/interview with a panel of evaluators.

Competency - Industry standard entry level skills in the endorsement area

Panel - Shall consist of two persons selected by the student and approved by ES and guidance office. There will be two professional experts in the field in which the student seeks an endorsement. (The student's education specialist will not serve as an evaluator on the panel but will attend the demonstration Interview.)

When qualifying a person as an expert in this field, the student should consider:

- * education
- * work experience
- * position in company
- * awards or honors received

Location - As determined by the student and the demonstration committee.

Travel distances should be reasonable if the demonstration occurs on sight.

Time - Approximately one hour should be allowed for the demonstration, as determined by the panel.

Verification - Each of the panelists will complete and sign a form including the following information:

- * Information regarding the student's professional experience and expertise;
- * Specific skills demonstrated and an explanation of competency level mastered;
- * Professional evaluation of mastery of minimum standards;
- * Comments/reasons for approval or recommendations for remediation.

6. Relevant Test (If Applicable)

This includes any entry-level skill test that might be required in this field.

