

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

INTRODUCTION

The "Fundamental Skills Certificate" is the Magic Valley's commitment to employers to provide high school graduates who can compete globally with other youth for positions in a shrinking job market. We will meet the challenge by having student interns demonstrate high-level competencies in the areas of:

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

The Magic Valley Fundamental Skills Certificate student interns will be required to meet pre-internship standards before the start of their "Internship/Apprenticeship" experience. Students will be given 3 to 4 semesters to complete their pre-internship experiences through the following portfolio. Employers are encouraged to support the concept by granting interviews to these students upon completion of this Certificate.

MAGIC VALLEY 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. It is the goal that Juniors complete all requirements, except internship, in the Fundamental Skills Certificate portfolio. Items may be completed in any sequence, and all copies of work should be included in the portfolio. Students will have a full year to do an internship when they complete all requirements by the end of their Junior year.

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

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

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

ORAL COMMUNICATION MASTERY

STANDARD: Students will demonstrate the necessary skills that will allow them 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

MUST BE COMPLETED WITHIN 2 CONSECUTIVE SEMESTERS
(Suggested: To begin second semester Sophomore year)

VERIFICATION: THE STUDENTS ENGLISH TEACHER, AND ONE TEACHER OF THEIR CHOICE ARE NEEDED TO SIGN OFF THIS SECTION. THE STUDENT HAS TO HAVE BEEN IN THESE TEACHERS CLASSES DURING THE CURRENT YEAR.

THE MINIMUM QUALIFYING SCORE MUST BE MET ON EACH OF THE TEACHER EVALUATIONS.

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

ORAL 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

(Good eye contact and facial expressions, attentive, positive posture)

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

3. EXPRESSES IDEAS CLEARLY AND IN AN ORGANIZED MANNER

(Uses good grammar, paraphrases or summaries when appropriate to increase understanding)

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

4. USES GOOD LISTENING SKILLS

(Follows instructions, responds appropriately and able to give feedback)

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

Total Score: _____

(Minimum Qualifying Score is 10)

SIGN OFF: _____

English Teacher

_____ Date

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

ORAL 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

(Good eye contact and facial expressions, attentive, positive posture)

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

3. EXPRESSES IDEAS CLEARLY AND IN AN ORGANIZED MANNER

(Uses good grammar, paraphrases or summaries when appropriate to increase understanding)

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

4. USES GOOD LISTENING SKILLS

(Follows instructions, responds appropriately and able to give feedback)

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

Total Score: _____

(Minimum Qualifying Score is 10)

SIGN OFF: _____

Teacher

Subject

Date

MAGIC VALLEY 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 into a usable form
 - Writes coherent compositions that interpret and analyze text.
 - Transcribes oral information into usable directions or instructions
2. The ability to use correct format in 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 may 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 display acceptable mastery of standard written English
 - Student uses appropriate structure of sentences, paragraphs, and compositions
4. Ability to display acceptable business writing
 - Writes appropriate resume and letter of application

ASSESSMENT:

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

- A score of 2.5 or above on the State of Idaho Direct Writing Assessment, or
- A ranking at the fifth stanine or above on the Tests of Achievement and Proficiency (TPA), or
- A grade-equivalent score of 10.0 or above on the Test of Adult Basic Skills (TABE), or
- Successful completion of the GED writing exam.

Sign Off: _____

Date: _____

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

MATHEMATICS PROFICIENCY

STANDARD:

Students will demonstrate mastery of the following mathematical skills:

- Addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages;
- Problem solving 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;
- Interpreting bar, line, and circular graphs;
- Calculate basic geometry problems involving area, and perimeter.

MEASURE:

Students may demonstrate competence by scoring:

- a grade equivalent score of 10.0 or greater on the “total math with computation” section of the Test of Achievement and Proficiency (TAP);
- at the 40th percentile on the Preliminary Scholastic Aptitude Test (PSAT);
- a score of 85% or greater using a locally-designed mathematics assessment instrument;

SIGN OFF: _____
Math Teacher/Counselor

DATE: _____

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WORK ETHICS/HABITS

STANDARD: The modern workplace requires behaviors that deal with honest, ethical decisions, and actions which promote high productivity.

These include such things as:

- 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

MUST BE COMPLETED WITHIN 2 CONSECUTIVE SEMESTERS
(Suggested: To begin second semester Sophomore year)

VERIFICATION: TWO CORE CLASS TEACHERS, AND ONE
TEACHER OF THE STUDENTS CHOICE ARE NEEDED TO SIGN OFF
THIS SECTION. THE STUDENT HAS TO HAVE BEEN IN THESE
TEACHERS CLASSES DURING THE CURRENT YEAR.

THE MINIMUM QUALIFYING SCORE MUST BE MET ON EACH OF
THE TEACHER EVALUATIONS AS WELL AS AN AVERAGE SCORE
OF 30 MUST BE ACHIEVED USING THE SAME TEACHER
ASSESSMENTS.

MAGIC VALLEY
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 Absences

2. MEETS PUNCTUALITY STANDARDS

- 4 Always Punctual
- 3 1-3 Tardies
- 2 4-6 Tardies
- 1 7 Or More Tardies

3. TAKES RESPONSIBILITY OUTSIDE OF CLASSROOM

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

4. DEMONSTRATES INTEGRITY AND HONESTY

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

SIGN OFF:

School Official/Counselor

Date

**MAGIC VALLEY
FUNDAMENTAL SKILLS CERTIFICATE
WORK ETHICS/HABITS EVALUATION**

Student

School

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

**1. MEETS ATTENDANCE STANDARDS
SCORED BY SCHOOL OFFICIAL**

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

**2. MEETS PUNCTUALITY STANDARDS
SCORED BY SCHOOL OFFICIAL**

- 4 Always Punctual
- 3 1-3 Tardies
- 2 4-6 Tardies
- 1 7 Or More Tardies

3. COMPLETES WORK

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

4. COMPLETES WORK ON TIME

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

5. PRESENTS QUALITY WORK

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

6. FOLLOWS DIRECTIONS

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

**7. ACTS AS AN EFFECTIVE GROUP
MEMBER**

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

**8. TAKES RESPONSIBILITY FOR OWN
ACTIONS**

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

9. HELPS OTHERS

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

10. APPROPRIATE APPEARANCE/DRESS

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

**11. DEMONSTRATES INTEGRITY AND
HONESTY**

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

Total Score: _____

(Minimum qualifying score is 28)

SIGN OFF: _____

Teacher #1

Subject

Date

**MAGIC VALLEY
FUNDAMENTAL SKILLS CERTIFICATE
WORK ETHICS/HABITS EVALUATION**

Student

School

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

**1. MEETS ATTENDANCE STANDARDS
SCORED BY SCHOOL OFFICIAL**

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

**2. MEETS PUNCTUALITY STANDARDS
SCORED BY SCHOOL OFFICIAL**

- 4 Always Punctual
- 3 1-3 Tardies
- 2 4-6 Tardies
- 1 7 Or More Tardies

3. COMPLETES WORK

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

4. COMPLETES WORK ON TIME

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

5. PRESENTS QUALITY WORK

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

6. FOLLOWS DIRECTIONS

- 4 Always Pays Attention
- 3 Usually Pays Attention
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**7. ACTS AS AN EFFECTIVE GROUP
MEMBER**

- 4 Always Effective
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10. APPROPRIATE APPEARANCE/DRESS

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

**11. DEMONSTRATES INTEGRITY AND
HONESTY**

- _____ Yes
- _____ No (DISQUALIFIES STUDENT)

Total Score: _____

(Minimum qualifying score is 28)

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COMPUTER LITERACY SKILLS

Example: Cost of owning a car.

Purchase Price	\$3,800.00
10 % Down Payment	\$ 380.00
3 Year Loan at 11.5 % Monthly Payment	\$ 112.00
Miles Per Gallon	18
Dollars Per Gallon	\$ 1.35
Miles Driven in A Month	300
Monthly Gas Cost	\$ 22.50
Monthly Insurance Payment	\$ 165.34
Monthly Repair Costs	\$ 23.35
Total Monthly Cost	\$ 323.19
Total Monthly Cost Per Mile	\$ 1.08

SIGN OFF: _____

Instructor

_____ Date

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

READING PROFICIENCY

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

- grade-equivalent score of 10.0 or above on the Reading portion of the Iowa Test of Basic Skills exam or Test of Advanced Proficiency (TAP)

or

- a grade-equivalent score of 10.0 or above on the nationally normed test as required by the State of Idaho

or

- a grade-equivalent score of 10.0 or above on the Test of Adult Basic Skills (TABE)

or

- completion of the GED literature exam with a successful score of 45 or above

SIGN OFF: _____ DATE: _____
English Teacher/Advisor

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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 2 to 5 goals for the internship.

Sample goals for interns follow.

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 in communicating with co-workers.

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STUDENT INTERNSHIP PLAN

Business Mentor

Student Intern

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

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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

Date	Time spent	Initial of mentor	
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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? Mark 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 _____

Would you recommend this intern for hire: Yes _____ No _____

Please give us your impression of the interns performance and the effectiveness of the Certification Program.

Signature

Title

Date

MAGIC VALLEY FUNDAMENTAL SKILLS CERTIFICATE

STUDENT INTERNSHIP EVALUATION

Business Mentor

Company Name

Telephone

Location

Total Hours

Semester/Year

Describe Internship Experience

Positions _____

Duties _____

Activities _____

What would you change _____

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

Title

Date