

### Portal Review Rubric: Career Guidance

Parameter	Possible Demonstration: Methodology	Possible Demonstration: Tools
<b>What methods are you using to explore talents, interests, strengths and innate skills as well as individual values and needs?</b>	How were these methods chosen/developed? When and how are they used in the context of your program?	Diagnostics Portfolios Discussion/development of skills Writing/reflection assignments
<b>How do students explore careers?</b>	Rather than send many examples, please describe the tools students use to identify career priorities and their overall career path and how they access information about different career options.	
<b>In what ways does career guidance link to or reinforce efforts to strengthen academic skills?</b>	Describe any contextualization and/or integration that demonstrate essential levels of academic and tech skills preparedness	Learning activities from specific career-goal programs Worksheets Lab assignments
<b>How do you link career exploration to an academic plan?</b>	What tools are students using to backwards design their career map?	College catalog Program information material Industry standards Certification exam topics Resume writing
<b>How does your program help students set goals and build self-efficacy?</b>	What tools are used to strengthen essential employability skills?	Mock interviews Work place do's and don'ts Leadership activities Meeting goals and following through
<b>In what ways does your program incorporate technology?</b>	How does the program help students develop essential digital literacy?	Online portfolios Email communications Digital assignments
<b>What are your course policies and how do they address the rather different needs of this teaching environment?</b>	Attendance, rolling admission, Grades	Syllabi, contracts, etc.
<b>How do the participants of your program communicate and collaborate?</b>	Faculty to student; among faculty, & faculty with other components of the portal.	Use of collaborative online tools (Wiggio, Dropbox, etc.), course management system
<b>Is your program credit or non-credit? If a credit program is a goal, what steps are you taking toward it?</b>	Demonstrations of sustainability.	Demonstrations of curricular alignment.

## Exhibit 5: MoHealthWINS Curriculum Review Portal Career Guidance Rubric

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”



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