



TIPS Career Readiness Course Skills Alignment

	Lesson 1 Goals & Expectations	Lesson 2 Emerging Fields	Lesson 3 Ideal Job	Lesson 4 Job Searching	Lesson 5 Resume Writing	Lesson 6 Cover Letters	Lesson 7 Interviewing	Lesson 8 Interviewing Cont.	Lesson 9 Innovation	Lesson 10 Local Work Environ.	Lesson 11 Workplace Safety	Lesson 12 Digital Citizenship	Lesson 13 Internship Prep	Lesson 14 Reflection
Vermont Agency of Education Quality Standards (EQS) Transferable Skills addressed in each lesson														
Graduation Proficiencies and Indicators														
1. Clear & Effective Communication														
a. Organized & purposeful communication	*	*	*	*	*	*	*	*	*	*	*	*	*	*
b. Use of evidence & logic appropriately	*	*	*	*	*	*	*	*	*	*	*	*	*	*
c. Integration of info from speaking & listening	*	*	*	*	*	*	*	*	*	*	*	*	*	*
d. Adjusted for audience, context & purpose	*	*	*	*	*	*	*	*	*	*	*	*	*	*
e. Effective, expressive & receptive	*	*	*	*	*	*	*	*	*	*	*	*	*	*
f. Use of technology to further enhance & disseminate	*	*	*	*	*	*	*	*	*	*	*	*	*	*
g. Collaborate effectively & respectfully	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2. Self-Direction														
a. Identify, assess, & manage new opps. related to goals	*	*	*	*	*	*	*	*	*	*	*	*	*	*
b. Integrate knowledge from variety of sources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
c. Apply knowledge in familiar & new contexts	*	*	*	*	*	*	*	*	*	*	*	*	*	*
d. Demonstrate initiative & responsibility for learning	*	*	*	*	*	*	*	*	*	*	*	*	*	*
e. Demonstrate flexibility; learn, unlearn & relearn	*	*	*	*	*	*	*	*	*	*	*	*	*	*
f. Analyze accuracy, bias & usefulness of information	*	*	*	*	*	*	*	*	*	*	*	*	*	*
g. Collaborate as needed to advance learning	*	*	*	*	*	*	*	*	*	*	*	*	*	*
h. Persevere in challenging situations	*	*	*	*	*	*	*	*	*	*	*	*	*	*
i. Use of technology & digital media strategically	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3. Creative and Practical Problem-Solving														
a. Observe & evaluate situations to define problems	*	*	*	*	*	*	*	*	*	*	*	*	*	*
b. Frame questions, predictions, data collection, strategies	*	*	*	*	*	*	*	*	*	*	*	*	*	*
c. ID patterns, trends, & relationships to apply to solutions	*	*	*	*	*	*	*	*	*	*	*	*	*	*
d. Analyze, evaluate, & synthesize evidence and more	*	*	*	*	*	*	*	*	*	*	*	*	*	*
e. Generate solutions, use evidence & evaluate responses	*	*	*	*	*	*	*	*	*	*	*	*	*	*
f. ID opportunities for innovation & collaboration	*	*	*	*	*	*	*	*	*	*	*	*	*	*
g. Use tools including technology to solve problems	*	*	*	*	*	*	*	*	*	*	*	*	*	*
h. Persist in solving problems; learn from failure	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4. Responsible and Involved Citizenship														
a. Participate in & contribute to community life	*	*	*	*	*	*	*	*	*	*	*	*	*	*
b. Take responsibility for personal decisions & actions	*	*	*	*	*	*	*	*	*	*	*	*	*	*
c. Demonstrate ethical behavior & moral courage	*	*	*	*	*	*	*	*	*	*	*	*	*	*
d. Respect diversity & differing points of view	*	*	*	*	*	*	*	*	*	*	*	*	*	*
e. Demo. commitment to personal and community health	*	*	*	*	*	*	*	*	*	*	*	*	*	*
f. Practice responsible digital citizenship	*	*	*	*	*	*	*	*	*	*	*	*	*	*
5. Informed and Integrative Thinking														
a. Apply knowledge from disciplines to real life situations	*	*	*	*	*	*	*	*	*	*	*	*	*	*
b. Analyze, evaluate & synth. info from multiple sources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
c. Apply systems thinking to understand outcomes	*	*	*	*	*	*	*	*	*	*	*	*	*	*
d. Use evidence & reasoning to justify claims	*	*	*	*	*	*	*	*	*	*	*	*	*	*
e. Develop & use models to explain phenomena	*	*	*	*	*	*	*	*	*	*	*	*	*	*
f. Use technology to support & enhance critical thinking	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Partnership for 21st Century Learning 4Cs addressed in each lesson														
1. Collaboration	*	*	*	*	*	*	*	*	*	*	*	*	*	*
2. Communication	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3. Creativity	*	*	*	*	*	*	*	*	*	*	*	*	*	*
4. Critical Thinking	*	*	*	*	*	*	*	*	*	*	*	*	*	*

VT AOE: Collaboration, Innovation, Inquiry and Use of Technology are EQS-required Transferable Skills that are woven throughout the Performance Indicators in this document. Using this model, students would have opportunities to demonstrate acquisition of those skills as a part of attaining their Transferable Skills Graduation Proficiencies.