

**SOUTH CENTRAL JR. – SR. HIGH SCHOOL**  
**BOX 2 – EMPLOYABILITY SKILLS**  
**SERVICE-BASED LEARNING EXPERIENCE (ATHLETICS, EXTRA-CURRICULAR, ETC.)**

Student Name	Grade Level	Cohort	Date Completed

You can complete this experience through participation in a variety of extra-curricular clubs, activities, or sports. Make sure you provide the required self-reflection (pages 1 & 2), as well as the completed evaluation by your coach/sponsor (pages 3-4) as evidence. Then turn it all in to the Guidance Office, to complete Box #2 of the Graduation Pathways. Please do not print/copy the pages front and back--submit only front-side copies.

**School-Experience Service** (Complete sentences):

Club/Sport:		Dates of Participation:	
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Estimated hours of participation:		Name of coach/sponsor:	
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Why did you participate in this activity?

What did you learn during your participation?

How does your organization give back to the community and/or school?

What employability skills do you feel like you learned while participating (mark up to 10)?

	Reading skills		Reasons		Demonstrates integrity		Uses technology
	Writing skills		Plans and organizes		Demonstrates professionalism		Observes
	Math skills		Teamwork		Takes initiative		Manages time
	Science skills		Respects differences		Positive attitude/self-worth		Manages money
	Thinks creatively		Responsibility/self-discipline		Professional growth desire		Manages resources
	Thinks critically		Shows flexibility		Helps others		Manages personnel
	Makes good decisions		Works independently		Organizes		Exercised leadership
	Solves problems		Willing to learn		Communicates		Resolves conflict

How did you improve these skills?

How did your participation in this activity or sport make you a better person?

How will you use the skills you developed during your participation in this organization to make the world/community better?

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SERVICE-BASED LEARNING EXPERIENCE (ATHLETICS, EXTRA-CURRICULAR, ETC.)  
SPONSOR/COACH EVALUATION OF STUDENT**

Research has shown that students who participate in high school athletics, co-curricular, and extracurricular activities (ECAs) develop strong employability skills by learning and developing the skills of teamwork, leadership, time management, sportsmanship, communication with peers and adults, responsibility, and commitment. For athletic, co-curricular, and ECA participation to count as meeting the Employability Skills requirement for Graduation Pathways (box #2), the student must be **meaningfully engaged** in the activity, not just participating in the activity. The student must own the experience, which can be demonstrated through planning, organizing, implementing, participating, and evaluating the activities, meetings, goals, practices, and events of his or her athletic, co-curricular, or ECA program.

<b>Student Name:</b>	<b>Current Grade:</b>	<b>Activity:</b>
<b>Position/Role on Team:</b>	<b>Participation Start Date:</b>	
<b>Name of Sponsor:</b>	<b>Participation End Date:</b>	

**Rating Scale:**

- 3 = Exceeds Expectations:** The student displays the skill on a consistent basis and many times goes above and beyond what is required.
- 2 = Meets Expectations:** The student consistently displays the required skills and expectations.
- 1 = Sometimes Meets Expectations:** The student sometimes displays the skill, but it is uncommon to see this in his or her daily routine.
- 0 = Does Not Meet Expectations:** The student never exhibits the skill or meets expectations.

PARTICIPATION RATING		Rating
Rate the student's level (percentage) of engagement in attending all team meetings, practice sessions, games, or other related team events.		
90% and above = 3                      80% to 89% = 2                      76 to 79% = 1                      75% and below = 0		
MINDSETS AND SELF-MANAGEMENT SKILLS		Rating
<b>SELF CONFIDENCE</b>	<ul style="list-style-type: none"> <li>* Understands own identity</li> <li>* Possesses a belief in own ability to contribute and succeed</li> </ul>	
<b>CULTURAL COMPETENCE AND CITIZENSHIP</b>	<ul style="list-style-type: none"> <li>* Interacts effectively with diverse populations</li> <li>* Recognizes and values different perspectives</li> <li>* Seeks to understand and demonstrates respect for others</li> </ul>	
<b>INITIATIVE AND SELF-DIRECTION</b>	<ul style="list-style-type: none"> <li>* Sets personal goals and priorities</li> <li>* Demonstrates self-motivation</li> <li>* Encourages/seek feedback from others about ways to improve</li> <li>* Engages in self-reflection to improve performance</li> </ul>	
<b>WORK ETHIC AND PROFESSIONALISM</b>	<ul style="list-style-type: none"> <li>* Models behaviors that demonstrate self-discipline, reliability, and dependability</li> <li>* Follows through on commitments</li> <li>* Takes responsibility for actions</li> <li>* Manages time effectively</li> <li>* Punctual and maintains regular attendance</li> <li>* Maintains appropriate hygiene and dresses appropriately</li> </ul>	
<b>STRESS MANAGEMENT</b>	<ul style="list-style-type: none"> <li>* Demonstrates effective coping skills when faced with a problem</li> <li>* Performs under pressure and achieves goals</li> <li>* Demonstrates endurance and follow-through when faced with obstacles</li> </ul>	

LEARNING STRATEGIES		Rating
PLANNING AND MANAGEMENT	<ul style="list-style-type: none"> <li>* Collaboratively develops a vision or mission for the team</li> <li>* Works with team to define realistic goals</li> <li>* Helps the team develop plans and prioritize tasks</li> <li>* Involved with monitoring progress and modifying actions if necessary</li> <li>* Exhibits good organizational skills</li> </ul>	
CRITICAL THINKING AND PROBLEM SOLVING SKILLS	<ul style="list-style-type: none"> <li>* Looks to identify the causes of a problem</li> <li>* Gathers and communicates information to make informed decisions</li> <li>* Demonstrates originality and inventiveness in developing solutions</li> <li>* Generates ideas using techniques like "brainstorming"</li> <li>* Makes informed decisions based on options, rewards, risks, limits, and goals</li> </ul>	
SOCIAL SKILLS AND WORKPLACE SKILLS		Rating
COMMUNICATION SKILLS	<ul style="list-style-type: none"> <li>* Demonstrates effective listening skills such as "active listening"</li> <li>* Asks appropriate questions for clarity and understanding</li> <li>* Articulates thoughts and ideas</li> <li>* Organizes messages/information in a logical and helpful manner</li> <li>* Uses respectful communication techniques</li> </ul>	
TEAMWORK	<ul style="list-style-type: none"> <li>* Inspires, engages, and motivates others to be part of a team</li> <li>* Communicates a clear vision and brings people together around a common mission/goal</li> <li>* Works effectively with multiple points of view</li> <li>* Helps team members identify their strengths and utilize their skills</li> <li>* Has concern for the task at hand and the people involved</li> <li>* Is able to manage conflict among team members</li> </ul>	
LEADERSHIP	<ul style="list-style-type: none"> <li>* Works effectively as a team leader or team member with people of diverse backgrounds and abilities</li> <li>* Respects the opinions of others</li> <li>* Shares information and responsibility for collaborative work</li> </ul>	
PERSONAL SAFETY	<ul style="list-style-type: none"> <li>* Demonstrates personal safety and follows safety guidelines and policies</li> <li>* Follows team and school established policies, procedures, rules, and guidelines</li> </ul>	
The student must achieve a rating of 24 or higher to have demonstrated Employability Skills through meaningful participation in athletics, co-curricular activities, or other extra-curricular activities. TOTAL:		

Select One:

	I <b>RECOMMEND</b> that the above-named student be awarded completion status in meeting Indiana's Employability Skills Benchmarks.
	I <b>DO NOT RECOMMEND</b> that the above-named student be awarded completion status in meeting Indiana's Employability Skills Benchmarks.

Sponsor's Signature:	Date:
Student's Signature:	Date:

