

Return to the Moon Mission
Workplace Skills Standards Articulated by Grade Level
Includes those covered via pre-mission activities.

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| STANDARD 1 - Students use principles of effective oral, written and listening communication skills to make decisions and solve workplace problems. | |
| ESSENTIALS (4-8): | |
| • 1WP-E7. Identify the relevant details and facts of written materials | |
| | PO 2. Identify relevant facts contained in selected written material |
| PROFICIENCY (Grades 9-12): | |
| • 1WP-P2. Respond to verbal and nonverbal messages in ways that demonstrate understanding | |
| | PO 1. Respond appropriately to verbal messages |
| | PO 2. Respond appropriately to nonverbal message |
| 1WP-P3. Communicate a clear message and respond to listener feedback | |
| | PO 1. Formulate a clear message using acceptable format |
| | PO 2. Respond appropriately to listener feedback |
| 1WP-P4. Participate in conversation, discussion and/or group presentations using verbal and nonverbal communication with appropriate style and tone for audience and occasion | |
| | PO 1. Apply group interaction skills (verbal and nonverbal) |
| | PO 2. Adapt style and tone to audience and occasion (verbal and nonverbal) |
| • 1WP-P8. Summarize information from reading material, clearly and succinctly articulating its major points and proposals | |
| | PO 1. Identify major points from written materials |
| | PO 2. Summarize major points clearly and concisely |
| 1WP-P9. Infer and locate the meaning of unknown or technical vocabulary | |
| | PO 1. Using available resources, determine the meaning of unknown or technical vocabulary |
| DISTINCTION (Honors) | |
| 1WP-D5. Draw conclusions and make predictions from technical information and data | |
| 1WP-D7. Express and defend their points of view by formulating sound, rational arguments and applying the art of persuasion and debate | |
| STANDARD 2 - Students apply computation skills and data analysis techniques to make decisions and solve workplace problems. | |
| ESSENTIALS (4-8): | |
| 2WP-E1. Apply math standards 1-6 to a variety of workplace scenarios | |
| PROFICIENCY (Grades 9-12): | |
| • 2WP-P1. Select and use appropriate computation techniques (i.e., mental, paper and pencil, and technology) to solve problems and determine the accuracy of results | |
| | PO 1. Select appropriate computation techniques, such as averaging, estimation, statistical techniques, and appropriate electronic calculations |
| | PO 2. Apply selected technique to solve problems |
| | PO 3. Evaluate accuracy of results |
| 2WP-P2. Construct projections and trends from raw data, charts, tables and graphs that summarize data from real-world situations | |
| | PO 1. Evaluate data from real-world situations |
| | PO 2. Construct projections and trends |
| DISTINCTION (Honors): | |
| 2WP-D1. Analyze inferences from charts, tables and graphs that summarize data | |

STANDARD 3 - Students apply critical and creative thinking skills to make decisions and solve workplace problems.

ESSENTIALS (4-8):

3WP-E1. Utilize information acquired from several sources and transfer information learned in one situation to another.

PO 1. Research a designated topic using a wide array of information sources

PO 2. Analyze the information obtained from the research

PO 3. Classify the information obtained from the research

PO 4. Compare the information to a new situation

3WP-E2. Devise and implement a plan of action by specifying goals and constraints

PO 1. Define goals and objectives

PO 3. Identify constraints to achieving goals

PO 4. Identify resources needed to accomplish goals

3WP-E3. Generate alternatives, consider risks, evaluate and choose solutions

PO 1. Select from possible solutions in a designated scenario

PO 2. Evaluate possible solutions in a designated scenario

PO 3. Identify risks in a designated scenario

PO 4. Assess risks and risk factors in a designated scenario

• 3WP-E4. Monitor progress and make adjustment to meet stated objectives

PO 1. Identify activities for given objectives

PO 3. Evaluate progress towards objective

PO 4. Revise activities when necessary to achieve objective

3WP-E5. Reflect on the action taken to determine what has been gained, lost or achieved

PO 1. Evaluate what has been gained, lost or achieved

• 3WP-E6. Identify a need for data, obtain it and develop a validation instrument for determining its accuracy

PO 1. Compare the results with the criteria for accuracy

PO 2. Collect data to analyze workplace problems

PROFICIENCY (Grades 9-12):

3WP-P1. Develop a plan to solve complex problems by gathering, selecting and analyzing data; include determining the history and politics of the situation

PO 1. Identify the problem

PO 2. Select needed data

PO 3. Analyze data

PO 4. Develop a plan within the context of the workplace to solve problem

• 3WP-P2. Identify and allocate available resources (e.g., time, money, materials, facilities and human)

PO 1. Identify available resources

PO 2. Allocate resources

3WP-P3. Design and justify solutions by tracking and evaluating the results

PO 1. Design justifiable solution

PO 2. Monitor results

PO 3. Evaluate results

3WP-P4. Demonstrate the ability to adapt new information to changing situations and requirements

PO 1. Demonstrate the ability to apply new information to changing situations and requirements

STANDARD 4 - Students work individually and collaboratively within team settings to accomplish objectives.

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| ESSENTIALS (Grades 4-8): | |
| • 4WP-E3. Exert a high level of effort and perseverance toward goal attainment, as a team member | |
| | PO 1. Identify the team goal |
| | PO 2. Identify the team member roles and responsibilities |
| • 4WP-E4. Assume leadership roles in team settings | |
| | PO 2. Examine self roles/skills in a group setting |
| | PO 3. Demonstrate leadership roles/skills in a group |
| PROFICIENCY (Grades 9-12): | |
| 4WP-P1. Demonstrate ability to work with others from diverse backgrounds, including identifying individual interests, aptitudes and skills; teach others new skills | |
| • 4WP-P2. Understand group dynamics | |
| | PO 1. Identify personal qualities |
| | PO 2. Demonstrate an understanding of group dynamics |
| | PO 3. Work well with others |
| | PO 4. Teach others new skills |
| • 4WP-P3. Work toward consensus by exchanging resources and resolving divergent interests | |
| | PO 1. Demonstrate the ability to reach consensus by resolving divergent interests |
| • 4WP-P4. Monitor individual performance and team effectiveness | |
| | PO 1. Conduct periodic checks of individual team member's contributions and the team's progress in obtaining goals |
| • 4WP-P5. Provide constructive feedback | |
| | PO 2. Give constructive feedback to team participants that strengthens individual and group performance |
| • 4WP-P6. Assume leadership roles in team settings to accomplish tasks | |
| | PO 1. Communicate thoughts and ideas to clarify roles and responsibilities |
| | PO 2. Delegate tasks and responsibilities effectively |
| | PO 3. Motivate team to accomplish tasks |
| | PO 4. Evaluate team effectiveness |
| • 4WP-P8. Negotiate solutions to identified conflicts by separating people from the problem; focusing on interests, not positions; inventing options for mutual gain; and insisting on the use of objective criteria | |
| | PO 1. Apply negotiation skills to solve conflicts |
| DISTINCTION (Honors): | |
| • 4WP-D1. Demonstrate teamwork and negotiation skills in innovative and effective ways to accomplish tasks | |
| STANDARD 5 - Students will demonstrate a set of marketable skills that enhance career options. | |
| ESSENTIALS (4-8): | |
| • 5WP-E1. Evaluate areas of interest and/or potential career choices | |
| | PO 1. Identify areas of interest (e.g., personal, career) |
| | PO 2. Evaluate individual skills |
| | PO 3. Evaluate a variety of potential career choices |
| • 5WP-E3. Demonstrate the connection between academic skills and career pathways by identifying required education and training to achieve career choice(s) | |
| | PO 1. Identify academic preparation necessary for a variety of careers |
| • 5WP-E4. Identify careers which capitalize on individual strengths and interests | |
| | PO 1. Identify areas of interest (e.g., personal, career) |
| | PO 2. Evaluate individual skills |

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| • 5WP-E5. Apply the basic academic skills to develop a resume, job application and interviewing techniques | |
| | PO 2. Complete a job application |
| STANDARD 6 - Students illustrate how social, organizational and technological systems function. | |
| ESSENTIALS (Grades 4-8): | |
| • 6WP-E1. Identify the factors impacting the level of effectiveness of systems | |
| STANDARD 7 - Students demonstrate technological literacy for productivity in the workplace. | |
| ESSENTIALS (Grades 4-8): | |
| • 7WP-E1. Demonstrate basic computer operation skills in a variety of applications to organize information | |
| | PO 1. Use technology to retrieve, organize and manipulate electronic information using media such as CD-ROM, videodisks and telecommunication systems |