

La Moille High School

MANUFACTURING PATHWAY ENDORSEMENT GUIDE



January 2023

How the Manufacturing Pathway Endorsement Works

Requirements:

Students earn a career pathway endorsement in Manufacturing on their high school diploma by completing the following pieces:

- Individualized learning plan
- Career focused instructional sequence including 6 hours of Dual Credit coursework.
- Professional learning (which includes career exploration activities, 60 hours of career development (internship), and two team-based challenges).

Student Roles & Responsibilities for the Manufacturing Pathway Endorsement:

- Apply for the endorsement pathway program
- Complete and document all requirements of the endorsement including their endorsement portfolio
- Keep track of their own progress throughout the endorsement process
- Research and apply to colleges with programs and degrees in desired education field(s).
- Self-assess progress using the competency rubrics provided
- Work with district to set up individualized learning plan

Endorsement Requirement 1: Career Exploration

Evidence of all Career Exploration Activities must be uploaded to the Endorsement Portfolio.

For the Career Exploration requirement of the endorsement, you must complete the following:

1. Financial Literacy course/workshop: Verification form
2. Career Assessment/Career Interest Survey
3. **TWO** of the following activities:
 - A. Visit a College & Career Fair. Gather information from two Fair participants: one community college and one four-year institution. Complete questionnaire provided.
 - B. Make a college visit and meet with a faculty member or advisor in Welding, Machining, Electrical, Automotive, or Building Trades.
 - C. Research 2 or more various manufacturing-based jobs and write or orally present results. **Note:** This can be done as part of the Intro to Career Pathway class. Career research activities are available in Career Cruising.
 - D. Interview 2 or more professionals in Manufacturing leadership positions and job shadow one of them for 1 day. Questions for job shadow/interview provided.

Activities in this component can address the following competencies on the employability competencies:

- Communication
- Initiative and Self-Drive
- Accountability

Endorsement Requirement 2: Career-Focused Instruction

Your Individualized Learning Plan must be uploaded to the Endorsement Portfolio

For the Career-Focused Instruction requirement of the endorsement, you must complete the following:

1. Individualized Learning Plan: An individualized learning plan (ILP) is a tool that students use throughout their secondary careers to define their career goals and postsecondary plans in order to inform their decisions about their courses and activities throughout high school. The ILP lists students' goals, interests, needs, supports, course selections (including access to college level programming), transition placements and other learning experiences both in and out of school.

2. Six hours of college credit, done through dual credit classes (see below):
 - A. Available dual credit courses through Illinois Valley Community College as of 1/3/2023 include:
 - ALH 1221: Industrial First Aid
 - GNT 1208: Industrial Safety
 - ENG 1001 & 1002: English Composition I & II (online fall & spring)
 - SPH 1001: Fundamentals of Speech (online fall & spring)
 - B. Check with the school counselor for other available dual credit courses and options.

3. Must demonstrate College & Career readiness in math and ELA through dual-credit, Transitional Math, Algebra II (all with a C or better), or minimum SAT (Reading + Writing 450, Math 540 AND a senior year math course) Scores.

Activities in this component can address the following competencies in the rubrics:

Manufacturing Competencies

- **Equipment Safety & Personal Health & Safety**

Employability Competencies

- **Initiative & Self-Drive**
- **Accountability**
- **Planning & Organizing**
- **Communication**

Endorsement Requirement 3: Team-Based Challenges

Evidence of the Team-Based Challenges must be uploaded to the Endorsement Portfolio

To complete this requirement of the endorsement, you must participate in TWO team-based challenges.

Here are the requirements for the Team-Based Challenges:

1. Each challenge must have a mentor from a related field of education
2. Each challenge must be collaborative (you must work with a TEAM!)
3. Each challenge must include a presentation as a final product.

To be counted as complete for the endorsement you must:

1. Use the Team-Based Challenge form to document your work for your portfolio and upload/save the final product.
2. Complete and upload a self-assessment of the challenge using the competency rubrics and questions.

So, what's a Team-Based Challenge?

Here's what you do:

1. Create and implement an activity with an educational component for a group of students or a school similar to the following:
 - a. Elementary school fun night
 - b. Develop a new high school course and present it to the curriculum committee
 - c. Coordinate and Organize STEAM Conference
2. After you've done your activity, create your presentation and present to an education-based organization. This could be a gathering of all education endorsement students, faculty meeting, school board meeting, etc.
3. You can make your team-based challenges part of your coursework in the Intro to Career Pathways class, or you can do them through other organizations you're a part of like FFA.

Activities in this component can address the following competencies on the rubrics:

Manufacturing Competencies:

- Customer Focus
- Quality Assurance and Continuous Improvement

Employability Competencies:

- | | |
|---------------------|------------------------------|
| ● Teamwork | Adaptability & Flexibility |
| ● Communication | Initiative & Self-Drive |
| ● Problem Solving | Reliability & Accountability |
| ● Decision Making | Cultural |
| ● Critical Thinking | Planning & Organization |

Endorsement Requirement 4: 60-Hour Supervised Experience

Evidence of the 60-Hour Supervised Experience must be uploaded to the Endorsement Portfolio.

For the 60-Hour Supervised Experience requirement of the endorsement, you must do the following:

1. Take the Intro to Career Pathways class for the entire school year (this will get you 60 hours). You must keep a log of your hours that will be uploaded to your portfolio.
2. Complete a self-reflection of your 60-hour experience by using the competency rubrics and questions included in this handbook
3. Include your supervisor's evaluations in your portfolio as well.

Upon completion of supervised experience, share your endorsement portfolio with your supervisor.

Activities in this component may address the following competencies:

Education Competencies:

- **Manufacturing Environment**
- **Supply Chain Logistics**
- **Installation**
- **Equipment Safety**

Employability Competencies:

- **Teamwork**
- **Communication**
- **Problem Solving**
- **Decision Making**
- **Critical Thinking**
- **Adaptability & Flexibility**
- **Initiative & Self-Drive**
- **Cultural**
- **Planning & Organizing**

Manufacturing Pathway Endorsement Portfolio

Portfolio Requirements: You can keep an electronic or paper-based portfolio. The portfolio should include the following:

Section 1:

1. Interest Survey with PDF of results. (You can take this on Career Cruising)

Section 2: Career Exploration

Include documents in your portfolio from the **TWO** activities chosen for this requirement:

1. Interaction with school-age children involving an observation of instruction. For this, include in your portfolio: verification form(s), time sheet, and reflection
2. Interview 2 or more professionals employed in various roles and JobShadow/Interview questions required.
3. Research 2 or more various education-based jobs and write or orally present results. For this, include in your portfolio: verification form and final research product.
4. Visit a College & Career Fair. Gather information from two Fair participants: one community college and one four-year institution. For this, include in your portfolio: verification form and complete questionnaire.
5. Make a college visit and meet with a faculty member or advisor in Education. For this, include in your portfolio: verification form and completed questions.

Section 3: Team-Based Challenges:

For each of the **TWO** team-based challenges, include in your portfolio:

1. Verification form
2. Final challenge product
3. Self-assessment (see questions on rubric)
4. An assessment from mentor (using rubric)

Section 4: 60-Hour Supervised Experience:

For this (Intro to Career Pathways class), include in your portfolio:

1. Time sheet(s)
2. Self-assessment (see questions on essential employability and education competency rubrics)
3. An assessment from mentor (using rubrics)

Section 5: Career-Focused Instruction:

1. Final High School transcript
2. Completed individualized Learning Plan

Section 6: Additional Documents:

1. Resume
2. Verification form for completed/waived FAFSA
3. Verification form for completed financial literacy experience (workshop, class completion, Career Cruising or Everfi activity, etc.)
4. Evidence of college & career readiness in Math and ELA
5. Personal statement with reflection on attainment or growth of competencies using rubrics.

