



**SkillsUSA Career Essentials Advanced or Adult Learner Course
2023-2024 Academic Year / Spring Term
Available for 2024-25 State Officers and Potential 2024 National Officer Candidates**

General Implementation Schedule

*all hours are approximate

Online Course Kick-off & Orientation	Jan. 12, 2024 (1 hour)
Pre-Assessment, Units 1 & 2:	Jan. 12 to Feb 15, 2024 (6.5 hrs)
Unit 3:	Feb. 16 to March 14, 2024 (4 hrs)
Unit 4	March 15 to April 18, 2024 (4.5 hrs)
Unit 5:	April 19 to May 8, 2024 (3 hrs)
Unit 6 (Capstone Unit) and Post-Assessment	Due by May 17, 2024 (2.5 hours)

Online Registration:

To register for this course, click the link to register prior to Jan. 10, 2024 (11:59 PM ET):

<https://forms.gle/mX67TZRv7z9XrxAe8>.

Tips for Course Success:

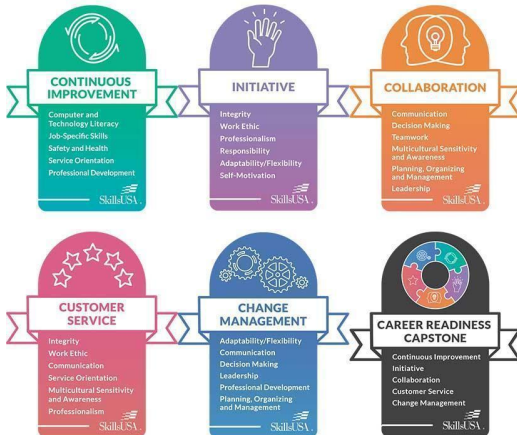
1. Read this syllabus in full and attend the virtual orientation on January 12.
If you cannot attend the orientation, watch the screencast that will be emailed to you.
2. Manage your time wisely. Avoid beginning a unit just before the due date.

3. If you have questions, would like clarification, or need technical support, take the initiative to communicate with your instructor early and often. Your instructor is Jordan Sewell. She can be reached at jsewell@skillsusa.org.

Course Objective: SkillsUSA Career Essentials Advanced or Adult Learner Course

Units 1-5 (Instructional Units & Unit 6 “Capstone”)

SkillsUSA Career Essentials Credential



This course will be facilitated by Jordan Sewell. The cost of the course is waived for students who enroll in the [Advanced or Adult Learner Course](#) available for 2024-25 state officers and potential 2024 national officer candidates. Students complete learning events within each unit at their own pace but **must complete their unit prior to the Unit Completion Deadlines listed in the above General Implementation Schedule**.

Late Work:

If students anticipate that a unit deadline will not be met due to travel, illness, family emergency, etc., students should email the instructor Jordan Sewell (jsewell@skillsusa.org) as early as possible with the date that the unit will be completed. If the student does not reach agreed upon Unit Completion Deadlines and does not communicate with the instructor to request a reasonable extension, the student may be dropped from the course. Enrollment in this course is not a guarantee of earning the [SkillsUSA Career Essentials Credential](#).

Capstone Artifacts:

The Career Essentials advanced course (Units 1-5) contains select written assignments marked “Capstone Artifacts.” Students complete Capstone Artifacts independently or as a team. Students submit their Capstone Artifacts to their instructor via a Google Drive Folder. The instructor will use the *Review* and *Comments* feature in Google Drive to input suggested edits and comments. Students are encouraged to integrate feedback and make suggested edits. Project activities within the curriculum that are not marked “Capstone Artifacts” are **not** required.

Capstone Artifacts Must Include:

- ✓ The student’s first and last name
- ✓ The date the Capstone Artifact was created
- ✓ The title of the Capstone Artifact
- ✓ Be composed with correct punctuation, spelling, grammar, and complete sentences

Unit 6 “Capstone” Unit:

Units 1-5 are normative “instructional units.” In Unit 6, the student will build a “Capstone” folder in Google Drive. At the conclusion of the course, this folder will serve as the student’s unique professional portfolio that the student may refine and build upon in years to come. Students who earn the SkillsUSA Career Essentials Credential are strongly encouraged to add this honor to their portfolio as evidence of their career-readiness!

Course Goals:

- Complete select Capstone Artifacts in the [Career Essentials advanced \(or adult learner\) course](#) (Units 1-5)
 - Complete Unit 6 Capstone consisting of:
 - Student Resume (template provided)
 - Letter of Recommendation (by SkillsUSA advisor, state director, supervisor, etc.)
 - Cover Letter (template provided)
 - 1 Capstone Artifact from Units 1-5 (representing student’s best work)
 - Capstone Reflection Essay (1 page or less)
 - Mock Job Interview Experience (virtual)
 - *Optional: student transcripts, additional certifications, images of student work, etc.
 - Completion of the Career Ready Post-Assessment
- **The minimum passing score for the Career Ready Post-Assessment is 80%.**

Completion of the above tasks will culminate in earning the [SkillsUSA Career Essentials Credential](#), which can be added to the student’s professional portfolio as additional evidence supporting the student’s career-readiness.

Class Participation

The Career Essentials advanced course requires open communication among instructors and classmates. Students are required to maintain a respectful and inclusive learning environment.

SkillsUSA Inclusion and Diversity Statement

SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities. In SkillsUSA, diversity encompasses differences in race, color, religion, sex, sexual orientation, gender identity, gender expression, gender transition status, national origin, age, physical and mental ability, thinking styles, experience and education. We strive to make all members, partners and employees feel welcomed and valued in the SkillsUSA family. SkillsUSA believes in treating all people with respect and dignity. We want SkillsUSA to be regarded as a membership organization of choice that encourages all individuals to be involved.