This checklist is designed to be used by adult education program staff to develop a comprehensive scope and sequence for the Career Awareness Context. For planning purposes, staff can work together to determine which topics to include in their delivery of career awareness and whether topics should be delivered by a student support coordinator or embedded into instructional activities that align with the College and Career Readiness Standards.

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| --- | --- | --- | --- |
| **Student Support Coordinator** | **Instructor** | **Partner** | **Career Awareness Topics** |
|[ ] [ ] [ ]  Set SMART goals |
|[ ] [ ] [ ]  Set initial career goal |
|[ ] [ ] [ ]  Administer assessments |
|[ ] [ ] [ ]  * Skills
 |
|[ ] [ ] [ ]  * Interests
 |
|[ ] [ ] [ ]  * Work importance
 |
|[ ] [ ] [ ]  Provide information about personal job values |
|[ ] [ ] [ ]  * Preferred work schedule
 |
|[ ] [ ] [ ]  * Preferred work conditions
 |
|[ ] [ ] [ ]  Provide information about the local labor market |
|[ ] [ ] [ ]  * Value of High Priority Occupations (HPO)
 |
|[ ] [ ] [ ]  * Preferred geography
 |
|[ ] [ ] [ ]  * Job outlook
 |
|[ ] [ ] [ ]  * Labor supply
 |
|[ ] [ ] [ ]  Provide information about jobs |
|[ ] [ ] [ ]  * Jobs vs. careers
 |
|[ ] [ ] [ ]  * Salaries vs. wages
 |
|[ ] [ ] [ ]  * Traditional vs. nontraditional jobs
 |
|[ ] [ ] [ ]  * Temporary vs. permanent employment
 |
|[ ] [ ] [ ]  * Job descriptions
 |
|[ ] [ ] [ ]  * Potential for advancement
 |
|[ ] [ ] [ ]  * Potential earnings and average salaries
 |
|[ ] [ ] [ ]  * Benefits associated with potential employers
 |
|[ ] [ ] [ ]  * Provide information about occupational profiles
 |
|[ ] [ ] [ ]  Skills required for potential jobs |
|[ ] [ ] [ ]  * Provide information about sectors
 |
|[ ] [ ] [ ]  Similar occupations |
|[ ] [ ] [ ]  * Map and develop career pathways (mapping)
 |
|[ ] [ ] [ ]  Provide information about education/training |
|[ ] [ ] [ ]  Cost of education/training |
|[ ] [ ] [ ]  * Available financial aid
 |
|[ ] [ ] [ ]  * Variety of fields of study
 |
|[ ] [ ] [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|[ ] [ ] [ ]  Set final career goal and develop career plan with action steps |
|  |  |  |  |