

College & Career Awareness

END OF YEAR SUMMARY TEMPLATE

The End of Year Summary Template is NOT submitted to the Utah State Board of Education. LEAs may choose to require their own schools receiving CCA funds to complete an End of Year Summary and submit to the local CTE Director to verify all assurances are met to qualify for state funds.

Beginning FY23, an annual College and Career Awareness (CCA) End of Year Summary is no longer a required upload for College and Career Awareness state funding requirements. Local Education Agencies (LEAs) may require schools receiving College and Career Awareness funds to submit an End of Year Summary Template to verify all assurances are met to receive state funds.

Please note that, as per Utah State Board Rule [R277-700](#) -The Elementary and Secondary School Core Curriculum and [R277-700-4](#) -Middle School Education Requirements, College and Career Awareness is a middle school requirement for grades 7 or 8. The strands and standards have been written on a seventh-grade level. Funding for College and Career Awareness is based on the enrollment count for seventh graders from the previous school year.

SCHOOL INFORMATION

District/Charter: _____ School Year: _____
School Name: _____ School Phone: _____
City: _____ ZIP: _____

HOW WAS COLLEGE AND CAREER AWARENESS TAUGHT IN YOUR SCHOOL?

Grade Level 7th Grade Only 8th Grade Only Mixed (7th and 8th Grade) Other _____
Length Quarters (CCA is broken into quarters and students rotate between 3-4 teachers)
 Semester (CCA is broken into semesters and students rotate between 2 teachers)
 Trimester (CCA is broken into trimesters and students rotate between 2-3 teachers)
 Year-long (CCA is one class and students do not rotate between teachers)

How many days per week was CCA taught? 1 day 2 days 3 days 4 days 5 days Other: _____

How long were the class periods each day? _____

Was CCA integrated with other subjects? No Yes*

*If yes, please answer the following questions:

What strands and standards were taught outside of CCA? _____

What subject(s) was the strands and standards taught in? _____
(i.e. Grade 7 Language Arts, Grade 8 Science, Social Studies, etc.)

For information and questions contact:

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Career and Technical Education
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ADA Compliant: August 2022

COLLEGE AND CAREER AWARENESS TEAM

All individuals listed below certify that all program requirements were met.

#	Position	Name	Email Address
1	Teacher		
2	Teacher		
3	Teacher		
4	Teacher		
5	Teacher		
6	Teacher		
7	Teacher		
8	Teacher		
9	Counselor		
10	Counselor		
11	Counselor		
12	Counselor		
13	Counselor		
14	Administrator		
15	WBL Coordinator		

CAREER AND TECHNICAL EDUCATION CAREER CLUSTERS AND PATHWAYS

	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6	Teacher 7	Teacher 8
Mark which teacher(s) have taught each Career Cluster. Use the number associated with the teacher you listed on Page 2 of this document.								
Agriculture, Food & Natural Resources								
Architecture & Construction								
Arts, Audio/Visual Technology & Communication								
Business, Finance, & Marketing								
Education Training								
Engineering & Technology								
Health Sciences								
Hospitality & Tourism								
Human Services								
Information Technology								
Law, Public Safety, Corrections & Security								
Manufacturing								
Transportation, Distribution & Logistics								

COLLEGE AND CAREER AWARENESS ARTIFACTS

Please provide the URL (i.e. Google Drive, Microsoft OneDrive, Dropbox, etc.) to your End of Year Summary artifacts. Artifacts that show outcomes and/or participation of student engagement in CCA might include:

- Project-Based Learning (PBL)
- Simulations
- Workplace Skills
- CTSO
- Work-Based Learning (WBL)
- Teacher/Counselor Collaboration

Please provide URL to shared folder here. _____

COLLEGE AND CAREER AWARENESS – REFLECTION

Things that went well teaching College and Career Awareness this school year.

Things that need to be improved when teaching College and Career Awareness next school year.

What barriers did your CCA Team face when teaching College and Career Awareness this school year.

What goals does your CCA Team have for next school year.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

Strand 3: Students will explore a variety of Career and Technical Student Organizations (CTSOs) and the benefits of CTSO membership.

Standard 1: Students will identify and explore CTSOs.

Standard 2: Students will identify the benefits of CTSO memberships.

Standard 3: Students will participate in a simulated CTSO category event.

Mark which teacher(s) have taught each CTSOs. Use the number associated with the teacher you listed on Page 2 of this document.

	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6	Teacher 7	Teacher 8
DECA								
Educators Rising								
FBLA								
FCCLA								
FFA								
HOSA								
SkillsUSA								
TSA								

Mark which teacher(s) provided students the opportunity to participate in a simulated CTSO category event. Use the number associated with the teacher you listed on Page 2 of this document.

	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5	Teacher 6	Teacher 7	Teacher 8
DECA								
Educators Rising								
FBLA								
FCCLA								
FFA								
HOSA								
SkillsUSA								
TSA								

WORK-BASED LEARNING

Each student will have Work-Based Learning (WBL) experiences through the College and Career Awareness course. Work-Based Learning experience must support the College and Career Awareness standards. There are four WBL appropriate experience types: **career fair, field study, guest speaker, and job shadow**. Please list up to six WBL experiences your students had while in the College and Career Awareness course.

Type of WBL Experience	Description of WBL Experience

COUNSELOR/TEACHER COLLABORATION

Strand 4: Students will create a plan of study that leads to rigorous course taking patterns and develop, practice, and demonstrate stress management, and general financial literacy skills to achieve future academic, life, and career goals. *(This strand aligns to Board Rule R227-462-4 and would be appropriate for teacher/counselor collaboration.)*

Describe the role of the teacher and counselor in teaching Strand 4 of the College and Career Awareness course.

	Teacher	Counselor
Standard 1: Students will participate in multiple College and Career Awareness opportunities to develop a plan of study which aligns to personal education and career interests.		
Standard 2: Students will develop stress management strategies related to reducing risk factors and enhancing factors that promote positive mental and emotional health.		
Standard 3: Students will explore various financial needs and risks associated with the costs of different education programs.		

COLLEGE AND CAREER AWARENESS - LEA ASSURANCES

As a CCA Team, please read the following assurances and identify if your team is meeting the requirements outlined in Board Rule and/or strands and standards for the College and Career Awareness course.

- School administrators demonstrate a commitment to the College and Career Awareness program and maintain appropriate scheduling consistent with delivering the requirement to all 7th and/or 8th grade students ([R277-700-5](#) and [R277-916](#)).
- Teachers and counselors will meet license and endorsement requirements ([R277-916-4](#)).
- College and Career Awareness teachers, counselors and Work-Based Learning coordinators will plan and carry out WBL activities ([R277-916-4](#) and [College and Career Awareness Strands and Standards](#)).
- College and Career Awareness teachers, counselors and Work-Based Learning coordinators demonstrate a commitment to participate in professional development ([R277-916-3](#)).
- School administrator(s), College and Career Awareness teachers, counselors and Work-Based Learning coordinators work as a team to incorporate **all** components of College and Career Awareness ([R277-916-4](#)).
- An LEA shall annually complete a funding application with assurances of each school meeting College and Career Awareness standards ([R277-916-3](#)).
- LEAs may not spend more than 15% of College and Career Awareness budget on professional development ([R277-916-3](#)).

If you answered no to any of the assurance, please explain.

If all Strands and Standards for College and Career Awareness were not taught, please explain.

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