

School-to-Work and Service Learning

This section deals with skills and attitudes that young people need for successful employment. Many of these skills and attitudes are enmeshed with the activities and outcomes inherit in service-learning projects.

School-to-Work and Service Learning

Many of the skills needed in the completion of successful service-learning projects are either identical or complementary to skills needed within the work environment. These skills include the authentic application of academic competencies and social skills—which are imperative to working effectively with others—and the development of positive attitudes required for success in the workplace. Research conducted by the *Secretary's Commission on Achieving Necessary Skills* (SCANS) found that employers were looking for workers who are creative and responsible problem solvers and who have skills and attitudes upon which employers can build.

The following tables list various SCANS competencies and foundations that are often processes and outcomes associated with service-learning projects. Using these SCANS competencies and foundations as a guide, you will be able to build in opportunities for your students to learn and practice the skills that they will need within the world of work.

(SCANS *foundations and competencies taken from What Work Requires of Schools: A SCANS Report for America 2000, June 1991, U.S. Department of Labor*)

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ **Foundations**

Basic Skills	Activity Used to Meet Foundation Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Reading: Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules				
Arithmetic/Mathematics: Performs basic computations and approaches practical problems by choosing appropriately from a variety of math techniques				
Writing: Communicates thoughts, ideas, information, and messages in writing; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.				
Listening: Receives, attends to, interprets, and responds to verbal messages and other cues.				
Speaking: Organizes ideas and communicates orally.				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ Foundations

Thinking Skills	Activity Used to Meet Foundation Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Creative Thinking: Generates new ideas				
Decision Making: Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses the best alternative.				
Reasoning: Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.				
Problem Solving: Recognizes problems and devises and implements a plan of action.				
Knowing How to Learn: Uses efficient learning techniques to acquire and apply new knowledge and skills				
Seeing Things in the Mind's Eye: Organizes and processes symbols, pictures, graphs, objects, and other information				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ **Foundations**

Personal Qualities	Activity Used to Meet Foundation Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Responsibility: Exerts a high level of effort and perseveres towards goals attainment.				
Self-esteem: Believes in own self-worth and maintains a positive view of self.				
Sociability: Demonstrates understanding, adaptability, empathy, friendliness, and politeness in group settings.				
Self-Management: Assesses self accurately, sets personal goals, monitors progress, exhibits self-control.				
Integrity/Honesty: Chooses ethical courses of action				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ Competencies

Resources	Activity Used to Meet Competencies Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Time: Selects goal-relevant activities, ranks them, allocates time, prepares and follows schedules.				
Money: Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives				
Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.				
Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback.				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ Competencies

Interpersonal	Activity Used to Meet Competency Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Participates as a Member of a Team: Is a contributing member to a group effort.				
Teaches Others New Skills: Assists others in learning new skills.				
Serves Clients/Customers: Works to satisfy clients' or customers' expectations.				
Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.				
Negotiates: Works toward agreements involving exchange of resources. Resolves divergent interests.				
Works with Diversity: Works well with people from diverse backgrounds.				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ **Competencies**

Information	Activity Used to Meet Competency Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Acquires and Evaluates Information				
Organizes and Maintains Information				
Interprets and Communicates Information				
Uses Computers to Process Information				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ **Competencies**

Systems	Activity Used to Meet Competency Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Understands Systems: Knows how social, organizational, and technological systems work. Works effectively with them.				
Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance, and corrects malfunctions.				
Improves or Designs Systems: Suggests modifications to existing systems and develops alternative or new systems to improve performance..				

SCANS Foundations and Competencies Met through Service-learning Activities

Name: _____

Date(s): _____

◆ **Competencies**

Technology	Activity Used to Meet Competency Skill	At This Time:		
		(Initial and date)		
		Passed	Emerging	Failed
Selects Technology: Chooses procedures, tools or equipment including computers and related technologies.				
Applies Technology to Task: Understands overall intent and proper procedures for set-up and operation of equipment.				
Maintains and Troubleshoots Equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.				