

LIFE SKILLS: CITIZENSHIP SKILLS PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____ Soc. Sec. No. _____	
Address _____ Phone _____	
In Case of Emergency, Contact _____	
Address _____ Phone _____	
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</p>	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____

Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____

Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364 1-800-654-4502 Fax 405-743-5154

SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

Date/Initials

UNIT 1 — UNDERSTANDING CITIZENSHIP AND GOVERNMENT

- _____ 1. Define the American form of government.
- _____ 2. List the six basic principles of the Constitution of the United States.
- _____ 3. List the rights provided for in the Bill of Rights.
- _____ 4. Distinguish among the three branches of government.
- _____ 5. Explain the concepts of "separation of powers" and "checks and balances."
- _____ 6. List authorities granted to state governments.
- _____ 7. List benefits and responsibilities of citizenship.
- _____ 8. Explain the Motto of the United States.
- _____ 9. Explain the origins of American symbols.
- _____ 10. Describe the flag of the United States and its appropriate use.
- _____ 11. Describe some national holidays that are unique to the United States.
- _____ 12. Outline election processes in the United States.
- _____ 13. Register to vote. (Assignment Sheet 1)
- _____ 14. Apply for a Social Security number and card. (Assignment Sheet 2)
- _____ 15. Find information using the U.S. Government's official web portal. (Assignment Sheet 3)
- _____ 16. Read a key document in U.S. democracy. (Assignment Sheet 4)

UNIT 2 — UNDERSTANDING YOUR COMMUNITY

Defining Local Government

- _____ 1. Distinguish among the functions of county officials.
- _____ 2. Recognize types of city government.
- _____ 3. List services that cities and towns commonly provide.
- _____ 4. Locate basic information about your community. (Assignment Sheet 1)

Getting Involved in Community Issues

- _____ 5. Explain common concerns of local governments.
- _____ 6. Identify special concerns of rural communities.
- _____ 7. List opportunities for getting involved in community initiatives.
- _____ 8. Identify characteristics of successful community initiatives.
- _____ 9. List sources of support for addressing local concerns.
- _____ 10. Profile a local concern where you live. (Assignment Sheet 2)
- _____ 11. Write a "letter to the editor" on an issue of personal importance. (Assignment Sheet 3)

UNIT 3 — LIVING WITH NEIGHBORS

- _____ 1. Recognize benefits of knowing your neighbors.
- _____ 2. List opportunities for meeting your neighbors.
- _____ 3. State ways you can be a good neighbor.
- _____ 4. State guidelines for strengthening community security.
- _____ 5. Compare types of messages for communicating with neighbors.
- _____ 6. Revise you-messages. (Assignment Sheet 1)
- _____ 7. State ways to resolve disagreements successfully.
- _____ 8. Respond to neighborhood dispute scenarios. (Assignment Sheet 2)

UNIT 4 — VOLUNTEERING IN YOUR COMMUNITY

- _____ 1. List reasons for volunteering.
- _____ 2. List the expectations and responsibilities of a volunteer.
- _____ 3. Match types of local organizations to possible volunteering opportunities.
- _____ 4. List resources for finding volunteering opportunities.
- _____ 5. Describe virtual volunteering.
- _____ 6. Determine the type of volunteering opportunity that is right for you. (Assignment Sheet 1)
- _____ 7. Profile a community organization using or needing volunteer services. (Assignment Sheet 2)
- _____ 8. Research a community need. (Assignment Sheet 3)
- _____ 9. Complete a community service project plan. (Assignment Sheet 4)

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.