When working with your YCC Students, put more of a focus in providing services with groups, rather than one to one. The list below can be used to help guide you on what is needed per quarter and each academic year. We will still promote a Small Learning Community (SLC), by selecting 20 students to provide one to one academic/career counseling for each quarter.

### 1 service per quarter per academic year

- Leadership Experience
- Team Work
- College Outreach
- College Applications
- Job Applications
- Personal Responsibility
- Communication
- Career Goals
- Work Readiness Skills
- Mock Interviews
- Dress for Success
- Infographics
- Recommendations
- Soft Skills
- Phone Interviews
- Soft Skills Workshops
- Career Counseling
- Business Etiquette
- Social Media
- Community Service
- Other / Support Services

### Morehead State University YCC Summer Institute Services

- Pathway Visits
- College Readiness Binder
- MSU Career Center
- Career Readiness

### 1 employer experience per semester

- Job Shadowing
- Employer Mentoring
- Internship
- Employer Training
- Employer Tours
- Apprenticeship
- Focus on Job Skills
- Speaking Engagement
- Career Fair
- Entrepreneurship
- Project Internships
- Clinical Experiences

### PLTW Pathways for YCC High School

- Engineering
- Bio-Medical
- Computer Science
- Medical Health
- Other:

### ILP’s | review for progress being made toward 100% completion – check each semester

- Career Exploration
- Advisement Activities
- Goals and Plans
- Course of Study
- Activities, Experiences, and Awards

### Use of Media for Sustainability

- #ycc10 - twitter
- Local Newspaper
- Student of the Month
- District Newsletter

### Follow up on enrollment into dual-credit | college courses | AP courses

- Dual-credit courses
- Online college courses
- On campus courses
- Advanced Placement

### Services provided / Indicators to be checked in the PTS for all YCC Students

- FAFSA Completed
- Any Credentials Earned?
- Updated Enrollment
- Diploma Attainment
- Unsubsidized Employment during Program
- Exit Interview / Participant Satisfaction per year
- Start of year Date (Program Participation Dates)
- Days Absent per Quarter
- YCC Seniors must be enrolled with their local KY Career Center for DOL Participant Tracking

### Reminders for Career Counselors

- Student Applications
- Recruiting employers
- Share with SBDM/PLC’s
- Cost Sharing per quarter
- Mentorships per quarter
- YCC Student Leadership
- Weekly updates - PTS data

### End of Quarter Dates

- September 30
- December 31
- March 31
- June 30

This checklist was made to provide documentation of performance toward the goals of the YCC High School and performance for sub-recipients working with Project ACHIEVE. More information about the checklist may be found in Project ACHIEVE: Policies & Procedures, under Performance Accountability, Sub-recipient Performance (5.3); page 29. ([www.ycc10.webs.com](http://www.ycc10.webs.com))

Use this form to assist and guide your services for groups of YCC Students.

(Revised 03.29.2016)