

Critical Life Skills Transcript

The student's level reflects the highest achievement demonstrated throughout his or her experiences at WCTC. This level has been demonstrated 3 or more times unless it is marked with an asterisk to indicate that the level was demonstrated fewer than 3 times. A level of NA indicates that the student's skill was not assessed.

(Information recorded below is explained in detail on the reverse side of this report.)

<u>Student No.</u>	<u>Student Name:</u>	
Life Skill	Level	Descriptor
COMMUNICATION SKILLS		
Grammar	1	Student recalls the rules of acceptable English.
Writing	4	Student produces accurate written material with adequate evidence to support the ideas expressed.
Interpersonal Communication	6*	Student can evaluate the unique demands of each situation and choose appropriate styles and techniques of interpersonal communication to address them successfully.
Public Communication	3	Student explains material to an audience in an organized way.
Reading	5	Student draws logical conclusions after reading diverse sources.
ANALYTIC SKILLS		
Problem Solving	2	Student identifies situations in which a systematic problem-solving process would be valuable.
Critical Thinking	3	Student draws logical conclusions from adequate evidence.
Science & Technology	1	Student defines basic scientific concepts and lists current technologies.
Ethics	5	Student consciously formulates thoughtful decisions based on sound ethical principles.
Mathematics	6	Student evaluates the clarity and effectiveness of the mathematical concepts used to solve a problem and adjust them as needed.
Information Seeking	4	Student carefully examines the validity and reliability of multiple sources of information.
GROUP EFFECTIVENESS SKILLS		
Conflict Resolution	4	Student examines a situation taking into account opposing views/interests before choosing a resolution strategy.
Social Responsibility/Citizenship	5*	Student thoughtfully organizes a campaign to encourage citizens to be involved in community improvement efforts.
Teamwork	3	Student behaves in ways which will facilitate the cohesiveness of a group (team) effort.
Valuing Diversity	2	Student describes situations in which individual differences are acknowledged or ignored.
Effective Relationships	NA	Student was not assessed on this skill.
PERSONAL MANAGEMENT SKILLS		
Career Development	NA	Student was not assessed on this skill.
Career Securing	6	Student secures appropriate employment through the use of effective job search skills and with consideration of future career potential.
Study Skills	3	Student applies workable study skills to individual study needs.
Stress Management	4	Student thoughtfully analyzes the stresses in their own life and chooses appropriate coping or management techniques.
Coping with Change	1	Student defines change as inherent variations in life and work.
Time Management	2	Student explains effective and ineffective time management strategies.
Self-Concept	3	Student can reasonably interpret the influences on self-concept and can focus perceptions in a positive manner in order to develop a healthy appreciate of self.

* indicates that the level was demonstrated fewer than 3 times.

WCTC Critical Life Skills Transcript Key

WCTC prepares students for lifelong learning. To accomplish this goal the college has identified Critical Life Skills which learners acquire during their academic pursuits. The Critical Life Skills are vital for occupational and personal success in today's world. WCTC's graduates can:

- communicate effectively
- problem solve
- interact with others effectively
- cope with change
- perform with self sufficiency

A successful future in the job market depends upon having these skills. The Critical Life Skills are integrated throughout all occupational programs in course work, co-curricular activities, leadership roles and other learning opportunities. Students learn, apply and transfer these Critical Life Skills.

Critical Life Skills Transcript Components

Four categories of Critical Life Skills are listed:

- Communication Skills
- Analytical Skills
- Group Effectiveness Skills
- Personal Management Skills

Each category contains several specific Critical Life Skills which students have had the opportunity to develop throughout their experiences at WCTC.

A Level ranging from 1 (basic) to 6 (mastery) is listed for each Critical Life Skill to indicate the student's assessed skill. A Descriptor accompanies each Critical Life Skill Level. The Descriptor reflects typical behaviors which have been demonstrated by the student functioning at that skill level. The student's level reflects the highest achievement demonstrated throughout his or her experiences at WCTC. This level has been demonstrated 3 or more times unless it is marked with an asterisk. An asterisk indicates that the level was demonstrated fewer than 3 times. A Level of NA indicates that the student's skill was not assessed.

Students' Critical Life Skill levels are not necessarily synonymous with their academic standing or their grade point average. Because skill mastery is a developmental process, it is not WCTC's expectation that students will achieve a Level of 6 in all Critical Life Skills. With experience, student skills should continue to develop beyond those demonstrated during their education. The levels signify the skill observed during the student's involvement at WCTC.