



Bridges Career Academy Development Process

1) Courses to include in the Academy

Review each course to determine for the following:

- Is the course within a specific career pathway?
- How could the course include a work-based experience?
- How does the course provide employability skill instruction?
- Does the course integrate academics?

2) Determine the Academy starting point

- Students can begin the Academy in 9th, 10th, 11th or 12th grade.
- Some classes are offered every other year which should be considered when determining the starting point.

3) Select courses included in the Academy

Select a minimum of three courses from the following type of courses:

- High School Courses
- Advanced Standing Agreement Courses
- PSEO Courses
- Concurrent Enrollment Courses from College Partners

4) Determine Career Academy standards

Determine the standards students must meet to complete the Academy.

- Do students need to earn a specific grade in each of the courses, such as a B or above?
- Do students need to have a specific percentage of attendance, such as 90% attendance?
- Do students need all assignments completed time.

5) Review syllabi for course components

Review syllabi for inclusion of technical skills, employability skills and work-based experiences.

6) Complete the attached application

Include the cover sheet and an information sheet on each course. Then, mail to:

Bridges, c/o Academy Application, 224 West Washington Street, Brainerd, MN 56401

For questions or assistance in completing the application or to request an electronic copy, please contact your Bridges Career Academies Coordinator:

Northern Region:

Judy Richer, (218) 760-7838

Judy@BridgesConnection.org

Southern Region:

Betsy Picciano, (320) 260-1827

Betsy@BridgesConnection.org



Bridges Career Academy Application

Please include this "Cover Sheet" and a "Course Information" sheet for each class that is a part of your Academy.

Cover Sheet

High School: _____

Address: _____ City _____ ZIP _____

Instructor Contact Information

Name (s) _____ Phone _____ Email _____

Name (s) _____ Phone _____ Email _____

Name (s) _____ Phone _____ Email _____

Academy Information

1. Career Field: (Check One)

- | | |
|---|---|
| <input type="checkbox"/> Agriculture, Food, and Natural Resources | <input type="checkbox"/> Health Science Technology |
| <input type="checkbox"/> Engineering, Manufacturing, Technology | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Arts, Communication, Information Systems | <input type="checkbox"/> Business, Management, Administration |

2. Academy Title: _____

3. Academy Description:

4. List of Academy Courses (Each Academy must have a minimum of three courses):

1 _____ 4 _____

2 _____ 5 _____

3 _____ 6 _____

5. Academy Standards (If you have a grade, attendance or other requirement):



Bridges Career Academy Application

Please provide this form for each course in the Academy.

Course Information

Academy Title: _____

Course Information:

Prefix: _____ Course Number: _____ Course Credit/s: _____

Course Title: _____ Course Type: _____

Course Description:

Course Academy Criteria Statements:

1. Major Technical Outcomes:

(Examples: Complete Business Plan; Create a Landscape Design, Service Engine)

2. Foundational Skill Outcomes

(Examples: Team Projects, Course Attendance Required, Practice Listening Skills, Require Presentations, Require Critical Thinking in Assignments/Projects)

3. Business and Industry Experience *(Examples: Business Tour, Career Fair, Job Shadow)*

4. Attach Course Syllabus

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