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)
   [ ] Agriculture, Food, and Natural Resources [ ] Health Science Technology
   [ ] Engineering, Manufacturing, Technology [ ] Human Services
   [ ] Arts, Communication, Information Systems [ ] 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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9/2018