

Smart Start/College & Career Readiness Guidelines for Dual Credit Course

Overview of Smart Start

As part of the Mississippi WIOA State Plan, the MCCB Office of Adult Education (OAE) has the responsibility of implementing the Mississippi Works Smart Start Pathway Model through Smart Start classes. Through Smart Start (SS) participants, develop 21st century job skills needed for their careers by learning and practicing good work habits and effective communication strategies necessary for successful employment.

Participants who complete all requirements of the SS course will receive an official Mississippi Smart Start Credential awarded by the Mississippi Community College Board. The Smart Start Credential requires participants to achieve a National Career Readiness Certificate (NCRC) that demonstrates to employers the participant has the foundational skills required for success in the workplace.

Minimum requirements for achieving a Mississippi Smart Start Credential

1. Enrollment in MS Works – a computer application that allows individuals to search and apply for jobs, build an employment profile, and see job match information
2. Pass all course content with 75% or higher in three (3) areas:
 - a. Career Awareness
 - b. Financial Literacy
 - c. Necessary Skills
3. Score a Bronze Level or higher on the ACT WorkKeys® assessments in the areas of Applied Math, Graphic Literacy, and Workplace Documents resulting in the National Career Readiness Certificate.

High School Credit

The Mississippi Department of Education requires all high school graduates beginning with the Class of 2022 to pass a specifically designed College and Career Readiness (CCR) course. Because the goals of this course are very similar to those of the SS course and of the success of the SS course, MDE has decided to allow SS to serve as a substitution for the CCR high school graduation requirement as long as the following additional instructional modules are added each time the course is delivered for dual credit.

- 1) Student Portfolio
- 2) Digital Literacy
- 3) Community Service
- 4) Postsecondary Education/Financial Aid

In addition to SS, the following high school courses are approved substitutions for the CCR course:

- 1) Career and Technical Work Based Learning
- 2) JROTC III and IV
- 3) Advanced Placement Capstone: Completion of both AP Seminar and AP Research

This MSIS codes to be used by the high schools are as follows:

- 902275 DC SMART START (ACADEMIC)
- 902276 DC SMART START (CTE)

College Credit

Currently, some colleges are offering SS as a two-hour course (SSP1002) with the option to go up an hour or down an hour, as MCCB policy allows. However, according to Mississippi Code Section 37-15-3, a high school Carnegie unit is equal to a one (1) three-hour college course. Therefore, for SS to be offered as a dual credit substitution for the high school CCR course, it must be offered as a 3-hour course.

It is up to each college to determine if it is offered as an academic or career technical course. The course code options are as follows:

- LLS 1723 – Employment Readiness (Academic)
- RST1313 – Freshman Orientation (CTE)
- SSP 1003 – Smart Start Pathway (CTE)

Canvas Course

The MCCB OAE manages all of the content for the SS Canvas course master shell that is distributed to all colleges to utilize. Therefore, that office will also manage and distribute the Smart Start College & Career Readiness (SSCCR) course. This course will include all SS modules as well as the additional CCR modules listed above.

The SSCCR Canvas course is to be utilized as a resource for instructors and students. It is NOT to be utilized as an online only course. It is the belief of the MCCB OAE, the issuer of the credential, that the true value of the course is lost if instruction is only delivered online. Students gain so much more through the interaction and role playing that takes place throughout the face to face learning process.

Test Administration

All students must take the ACT WorkKeys® assessments (Applied Math, Graphic Literacy, and Workplace Documents) resulting in a National Career Readiness Certificate in a proctored environment. Policies and procedures to best implement this requirement will need to be determined and defined in the partnership between the high school and community college.

The partnership agreement should also include the cost of testing.

Instructor Credentials

See Faculty/Instructor Qualifications in the Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs.

In addition, for a Smart Start instructor to be able to effectively prepare students to take the ACT WorkKeys®, each SS instructor must take the ACT WorkKeys® assessments - Applied Math, Graphic Literacy, and Workplace Documents.

Instructor Training

Before teaching the course, all new instructors must be trained by an adult education SS instructor, preferably the lead SS instructor. It is the responsibility of the local adult education program, along with assistance from the MCCB OAE, to ensure all instructors are properly trained and qualified to fulfill the duties listed in the OAE's Program Guidelines effective July 1, 2019.

SS instructors are required to participate in annual SS professional development activities provided by the local adult education program. All SS instructors will be evaluated and monitored including

- 1) SS classroom observations
- 2) Analysis of annual reports of student performance.

Student Eligibility

Students participating in the SSCCR must

- 1) Be a **junior** or **senior** in high school, and
- 2) Meet all other Academic or Career Technical eligibility requirements as stated in the *Procedures Manual for the State of Mississippi Dual Enrollment & Accelerated Programs*.

Issuing of Smart Start Credential

All Smart Start Credentials are issued by the MCCB OAE through the local community college adult education office. Therefore, it will be the responsibility of the local adult education program to verify and document that all students have completed the required outcomes of the Smart Start Pathway Course before issuing a Smart Start Credential.

SS instructors must provide a separate roster for each SS course with the following information included:

- 1) Class Section
- 2) Class Site
- 3) Instructor's Full Name
- 4) Students' Full Names
- 5) Students' Overall Grades
- 6) Certification Statement with Instructor Signature

"I certify as the instructor that these students completed all requirements in the 'MS OAE Smart Start Pathway Course'. I certify, as the instructor of record, these grades are true and correct."

Attach to each roster copies of the following:

- 1) ACT WorkKeys® Summary Reports
- 2) Students' Resumes
- 3) Smart Start Credentials