

Academy Name: _____

Introduction

The Academy Design Team (ADT) participates in a Year of Planning (YOP) Snapshot review to assess academy readiness to implement the NAF Design.

The YOP Snapshot:

- Aligns with the Academy Assessment¹ standards and strategic actions.
- Is conducted twice during the YOP program:
 1. Initially to benchmark academy design plan status.
 2. Before the YOP Assessment to evaluate progress and readiness for graduation.
- Assesses academy development and alignment to the NAF Design.
- Documents evidence to validate the accomplishment of strategic actions.

Completing the YOP Snapshot

ADT members should indicate the academy's status for each strategic action in the right-hand column of the Snapshot:

- Not Started
- Underway
- Accomplished

Academy Design Plan

Strategic Actions Requiring Evidence: **Highlighted** strategic actions will be validated during the graduation meeting after reviewing the necessary documentation.

Strategic Actions Not Requiring Evidence: These strategic actions will be discussed for understanding and commitment, as they cannot be implemented until after the academy launches.

Definitions

Review the definitions for underlined words or phrases with numbered superscripts at the end of the Snapshot.

Indicate the response that best represents each strategic action’s status to assess **Academy Design Plan** progress.

Element 1: Academy Development & Structure	
1.1 Student Recruitment & Enrollment	
1.1.a	All students are eligible to enroll in the academy, and the academy accepts students through an <u>open choice enrollment</u> ² process that reflects the school’s demographics. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.1.b	Academy develops a student recruitment plan that results in increasing student enrollment each year to meet the <u>threshold</u> ³ criteria. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.2 Personalized Environment	
1.2.a	Academy fosters a <u>personalized learning environment</u> ⁴ that promotes student success and attainment of college and career goals (e.g., learning plans, support network). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.3 Data Collection & Review	
1.3.a	Academy collects, analyzes, and reports academy and student-level data to inform academy practices and ensure educational equity for students. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.3.b	Academy develops action plan goals with strategic actions for academy development. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.4 Academy Leadership	
1.4.a	Academy designates a lead with release time or an academy team with clearly defined responsibilities for managing the academy program. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.4.b	Academy designates a team member to support <u>college and career readiness</u> ⁵ activities. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.4.c	District, school, and academy leaders are ambassadors for the academy within their school and community (e.g., use of social media and sharing academy best practices). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.5 Professional Learning	
1.5.a	Academy team (of more than three members) participates in common planning or formal collaboration sessions to plan academy activities and operations. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
1.5.b	<u>Academy Design Team (ADT)</u> ⁶ participates in NAF-sponsored or other Career and Technical Education (CTE) sessions (e.g., <u>NAF Next</u> ⁷ , webinars, or other virtual training). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished

Indicate the response that best represents each strategic action's status to assess **Academy Design Plan** progress.

Element 2: Advisory Board	
2.1 Membership & Operations	
2.1.a	Advisory board development focuses on recruiting partners representing business, industry, government, alumni, community, and postsecondary education leaders. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
2.1.b	Advisory board members plan to create operational documents, including a strategic plan and by-laws. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
2.2 Support for Learning	
2.2.a	Advisory board members plan to support the <u>work-based learning</u> ⁸ program focusing on <u>career awareness</u> ⁹ , <u>exploration</u> ¹⁰ , and <u>preparation activities</u> ¹¹ . <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
2.3 Support for Sustainability	
2.3.a	Advisory board members plan to engage community, postsecondary, and <u>civic leaders</u> ¹² in promoting academies as an integral part of the local workforce development. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished

Indicate the response that best represents each strategic action's status to assess **Academy Design Plan** progress.

Element 3: Program of Study (Curriculum & Instruction)	
3.1 Academy Coursework	
3.1.a	Academy creates a career-connected <u>program of study</u> ¹³ . <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
3.1.b	Academy develops plans for students to demonstrate career-readiness competencies through <u>authentic project learning experiences</u> ¹⁴ with industry professionals during the Launch Year grade level (i.e., project-based learning; <u>KnoPro</u> ¹⁵ challenges). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
3.2 College & Career Readiness	
3.2.a	Academy plans to intentionally build students' college knowledge by developing an awareness of the postsecondary system and culture (e.g., college options, testing, applications, and financial aid). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
3.2.b	Academy's program of study includes advanced academics (e.g., Advanced Placement, Cambridge, or International Baccalaureate courses) and/or enrollment in postsecondary education options (e.g., industry recognized credentials/certifications and dual enrollment courses). <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
3.2.c	Academy commits to ensuring that all seniors achieve <u>NAFTrack Certification</u> ¹⁶ to enhance their college and career readiness. <input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished

Indicate the response that best represents each strategic action’s status to assess **Academy Design Plan** progress.

Element 4: Work-Based Learning	
4.1 Work-Based Learning Program	
4.1.a Academy develops an awareness of the full work-based learning continuum and creates a work-based learning plan for the Launch Year grade-level.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.1.b Academy develops an awareness of outcomes-driven work-based learning and intentionally focuses on developing student’s <u>aspirations</u> ¹⁷ , <u>skills</u> ¹⁸ , and <u>connections</u> . ¹⁹	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.1.c Academy develops a process to solicit student voice and input to guide work-based learning program planning.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.2 Work-Based Learning Participation & Equity	
4.2.a Academy develops a process to collect and analyze work-based learning data at both the academy and student levels to ensure equitable student participation in the entire continuum of work-based learning experiences.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.2.b Academy develops plans for all academy students to complete a <u>career preparation activity</u> ²⁰ before graduation.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.2.c Academy develops plans for all academy students to participate in at least one work-based learning activity per year.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished
4.2.d Academy commits to ensuring that all seniors engage in at least two different phases of the work-based learning continuum in any year.	<input type="checkbox"/> Not Started <input type="checkbox"/> Underway <input type="checkbox"/> Accomplished

Glossary

Definition

- 1 **Academy Assessment:** The culminating review of the academy team's work accomplished throughout the school year. The assessment results guide the academy's action plan revisions for continuous improvement.
- 2 **Open choice enrollment:** NAF academies facilitate inclusion, diversity, equity, and access by accepting students based on student agency rather than educational records. Students who can accommodate the academy's program of study are eligible to enroll in the academy regardless of academic or disciplinary history. Academy selection may be subject to a lottery system that randomly selects academy students.
- 3 **Threshold:** NAF's Academy Assessment establishes thresholds or minimum performance requirements on selected strategic actions in the Academy Assessment. Academies must meet the designated thresholds as one of the prerequisites for achieving a Model or Distinguished level.
- 4 **Personalized-learning environment** includes:
 - Connecting learning to students' interests, abilities, and aspirations
 - Implementing academy structures that encourage peer relationships and develop a sense of belonging among academy members
 - Developing personalized academy learning plans that the academy team regularly reviews to assess student progress toward college and career goals
 - Engaging a network of teachers, family, mentors, and advisory board members who connect with academy students to provide support for accomplishing their college and career goals
- 5 **College and career readiness** elements include:
 - Building students' knowledge of college through an awareness of the postsecondary system and culture and completing credit-bearing college courses that lead to recognized postsecondary credentials or certificates
 - Engaging students in work-based learning opportunities throughout high school, including career awareness, exploration, and preparation activities that culminate in paid internships and develop students' competency in employability skills for entry into the workforce
- 6 **Academy Design Team (ADT):** The ADT is created to focus on designing a NAF academy based on the four elements of the NAF design. This representative stakeholder team includes school and academy staff, district and school administration, parents, students, and business and postsecondary education partners. After completing the admissions process, the ADT transitions to the academy team in the launch year.
- 7 **NAF Next (NN):** NAF's annual professional learning conference brings together teachers, academy leaders, counselors, advisory board members, business partners, and district administrators to address the most significant challenges facing education and the economy.
- 8 **Work-Based Learning:** Work-based learning is an educational approach designed to help students connect classroom content with workplace expectations. Students learn through integrated, real-world experiences led by industry professionals.
- 9 **Career awareness activities:** Students are introduced to careers and pathways through short work-based learning engagements where they can interact with industry professionals in small to large groups. Awareness activities are appropriate for all levels of students. Examples include:
 - **Career Fairs** - Career fairs bring together business partners from a variety of careers to share information about their company, their job, and what education, skills, and knowledge are required for success in their careers.
 - **Guest Speakers** - Guest speakers are industry professionals who share information about their industry, company, career path, and the knowledge and skills required to pursue and be successful in their career. Skills workshops elevate the traditional guest speaker experience by having professionals lead a session with students to help them develop a certain career readiness or technical skill during their time together.
 - **Worksite Tours** - Worksite tours allow students to visit a company's workspace and see the environment, expectations, and requirements of the workplace, professions, and industries up close.

Glossary

Definition

- 10 Career exploration activities:** Students continue to hone their career interests while building Future Ready Skills in one-to-one or smaller group settings with industry professionals. Students receive feedback on their skill development from industry professionals and make connections to begin their professional network. Examples include:
- **Informational Interview** - Informational Interviews Informational interviews offer students an opportunity to practice their communication skills by initiating contact with a business professional and interview them to learn more about their industry, company, and career path.
 - **Job Shadow** - Job shadows allow students to spend time one-on-one with an employee observing and participating in their daily activities to learn more about their job and a typical workday.
 - **Mentorship** - Career mentors are industry professionals who build ongoing relationships with students or student teams to explore potential careers, provide guidance on navigating college and career pathways, and build their professional network. Mentors model necessary skills and assist students in working toward skill mastery.
 - **Mock Interview** - Mock interviews allow students to practice their interviewing skills and get feedback from business partners.
 - **Partner Engagement Project** - Partner engagement projects are extended learning projects, generally less than 40 hours, that allow students to explore genuine industry and real-world challenges and provide students with an authentic learning experience while being guided by an industry professional which includes an advisory board member or local community partner. The industry professional is not required to provide the challenge but will offer support through project mentoring that includes supervising project development and problem-solving through intentional feedback and connection. Partner engagement projects are meant to prepare students for a more in-depth mentored industry project and can happen in or outside the classroom.
 - **Resume Coaching/Review** - Resume review activities allow students to get feedback from business professionals as they prepare their resumes for mock interviews and internships.
 - **Skills Workshop** - Skills workshops elevate the traditional guest speaker experience by having professionals lead a session with students to help them develop a certain career readiness or technical skills during their time together.
- 11 Career preparation activities:** Students apply their learning through immersive industry-based experiences totaling 80+ hours (or two 40-hour experiences). Career Preparation activities allow students to establish connections and build a professional network. Industry partners are more directly involved in student development and provide feedback on applied skills in an industry-based setting. Examples include:
- **Apprenticeship/Youth Apprenticeship** - Apprenticeships are paid employer-led work experiences with written training plans and signed apprenticeship agreements which include supervised on-the-job training, job-related education components, and result in at least one industry credential.
 - **Clinical Experience** - Clinicals are a supervised student experience that allows the student to put into practice skills they have learned in a health care program. Clinicals involve hospital and other health care settings which require some level of patient care or contact.
 - **Internship** - Internships allow students to apply and further develop the skills they need to be successful in college and career as well as provide value to their internship host.
 - **Mentored Industry Project** - Mentored industry projects provide authentic learning experiences in which students connect with industry mentors to address challenges and solve problems in a community or industry. Industry mentors guide project work, offering feedback and direction throughout the project process. Students develop skills through professional interactions and understand connections between classroom content and their career aspirations.

Glossary

Definition

- 12 **Civic Leaders:** Advisory board members engage with the civic community by attending or convening meetings, forums, and events to network and build relationships, and they volunteer to coordinate fundraisers that promote workforce engagement of high school students through internship and employment opportunities for all students in the community (e.g., local chamber of commerce; mayors' programs).
- 13 **Program of Study:** NAF's Program of Study maximizes students' opportunities for achieving NAFTrack Certification by capitalizing on multiple options to pursue career pathways. The academy's program of study features a comprehensive sequence of courses that adhere to [OCTAE's Programs of Study Design Framework](#), with a particular focus on fostering authentic project-based learning experiences and conducting competency-based assessments.
- 14 **Authentic Project-Based Learning Experiences:** Authentic project-based learning experiences promote students' transfer of their expertise as they solve real-world challenges in their career industry or community. Students exercise agency in selecting their passion projects to demonstrate content knowledge and career-readiness competencies by developing innovative solutions with industry-professional guidance to design and produce original, relevant, and community-connected outcomes.
- 15 **KnoPro:** [KnoPro](#) is a 100% FREE new platform provided by NAF for high school students who want to develop in-demand skills by completing real-world projects for cash and other prizes. KnoPro is an educator-designed platform that connects students and teachers with authentic industry challenges and professional mentors that help students build skills and develop their career aspirations. Unlike similar products that tend to focus on college students using text-heavy interfaces or charge schools or students for access, our platform was built specifically for (and with) high school students and teachers, with engaging videos, fun activities, essential resources, and opportunities to earn rewards and recognition.
- 16 **NAFTrack Certification (NTC):** NTC is NAF's employability credential that serves as NAF's seal of college and career readiness.
- 17 **Student Aspirations:** Each student will have defined and mapped a plan for at least one career path. [Learn more.](#)
- 18 **Student Skills:** Each student will have worked to develop the [six Future Ready skills](#), received continuous feedback from industry partners, Advisory Board members, and/or local community professionals, and be able to articulate their strengths.
- 19 **Student Connections:** Each student will develop at least three professional connections. [Learn more.](#)
- 20 **Career Preparation Activity requirements for NAFTrack Certification:**
Students, and subsequently their academies, will get credit for internships, clinical experiences, youth apprenticeships/apprenticeships, and mentored industry projects that meet the following criteria:
- 80+ hours (or two 40-hour experiences)
 - Paid, compensated, or volunteer
 - Direct supervision by an accountable adult who is not the student's teacher
 - Proficiency on an employer-validated skill assessment completed by the student's supervisor (not teacher, parent, or guardian)

These experiences should seek to strengthen students' skills and resumes, support student career exploration, increase students' social capital and network, and ideally and where appropriate, result in student payment.