



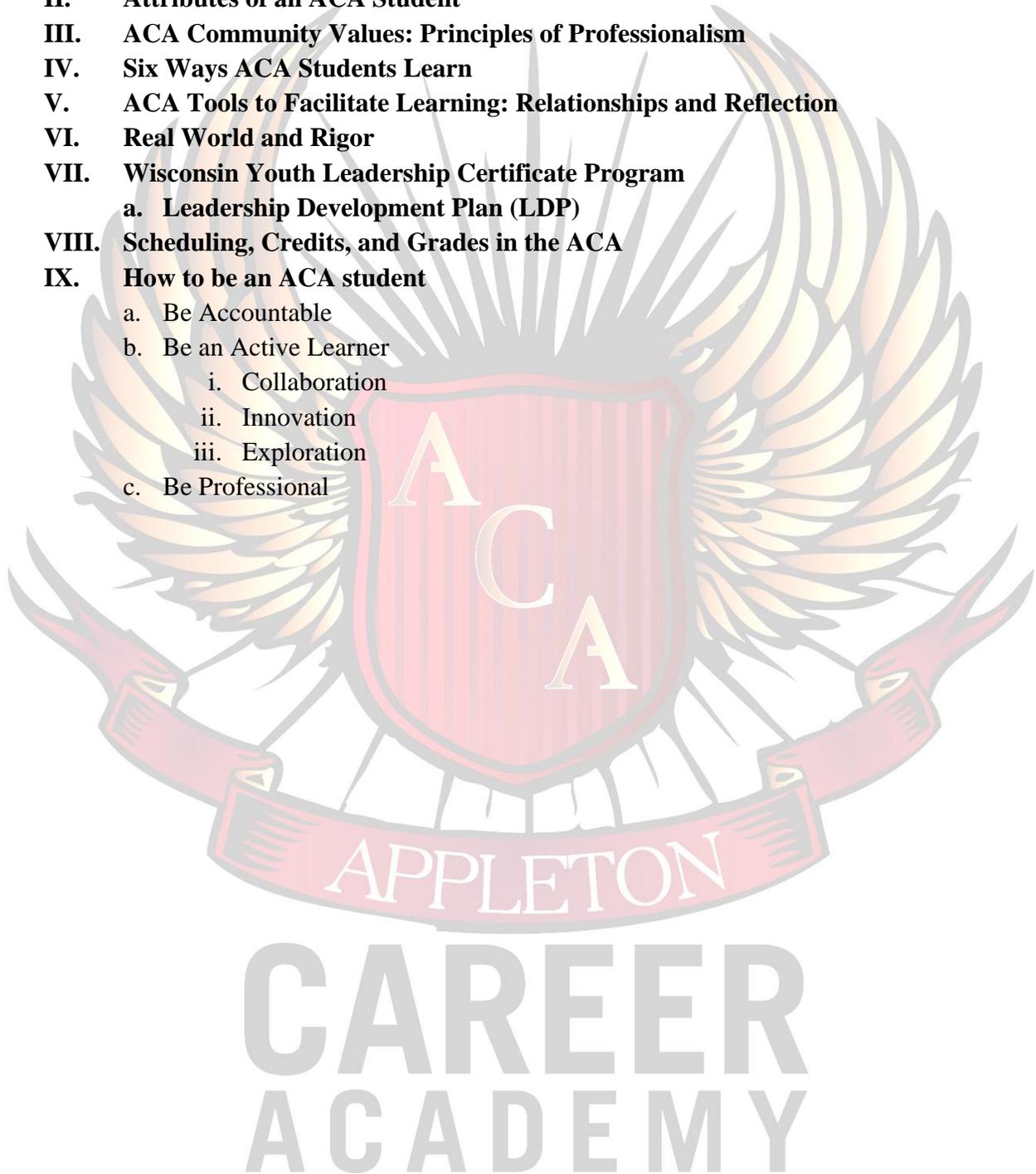
**Empowering students to find
their passion through
collaboration, exploration,
and innovation.**

APPLETON
CAREER
ACADEMY

~Printing made possible by a generous donation from the Purdy family

ACA Professional Handbook Table of Contents

- I. Importance of Habits: Attributes of an ACA Student**
- II. Attributes of an ACA Student**
- III. ACA Community Values: Principles of Professionalism**
- IV. Six Ways ACA Students Learn**
- V. ACA Tools to Facilitate Learning: Relationships and Reflection**
- VI. Real World and Rigor**
- VII. Wisconsin Youth Leadership Certificate Program**
 - a. Leadership Development Plan (LDP)**
- VIII. Scheduling, Credits, and Grades in the ACA**
- IX. How to be an ACA student**
 - a. Be Accountable
 - b. Be an Active Learner
 - i. Collaboration
 - ii. Innovation
 - iii. Exploration
 - c. Be Professional



Appendix

I. Leadership Development Plan (LDP) Requirements

- a. Plan of Study Outline
- b. ACA Plan Study
- c. Resume Starter Template
- d. Resume Action Verbs
- e. ACA SMART Goals
 - i. SMART Goals Planning Template
- f. ACA Student Schedule Template
- g. ACA Self-Directed Time Management Log
- h. ACA Professional Portfolio Organization Template

II. Partnership for 21st Century Skills: 4Cs Components

III. ACA Portfolio Requirements

- a. Reflective Prompts for Portfolio Pieces
- b. Sample Resume
- c. Sample Senior Tri-fold Resume

IV. ACA Research Process

- a. Examples of Primary and Secondary Sources
- b. LMC Research Guide
- c. Four Types of Driving Questions
- d. What is a Bibliography?
- e. Sample Bibliography
- f. Works Cited and Parenthetical Documentation
- g. Sample Works Cited
- h. The Art of Highlighting
- i. Tips for Taking Notes While Reading
- j. ACA Reading Notes Template
- k. ACA Speaker Notes Template

V. Writing in the ACA

- a. ACA Essay Template
- b. ACA Essay Rubric

VI. ACA Group Project Roles

VII. ACA Senior Capstone, Internship, and Teacher's Assistant Requirements

- a. ACA Permission Slip for Leaving North Campus

The Importance of Habits: Attributes of an ACA Student

"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." ~Aristotle~

Appleton Career Academy engages students in intellectual activities, which develop habits that will inform and enrich their graduates' lives. A simple display of knowledge, however accurate or rich, is only a beginning. Students who can *use* knowledge, and who are in the habit of using it, are prepared for success in post-secondary education, work, and citizenship.

Developing such habits only happens with in-depth practice. ACA students are immersed in investigations and explorations that require them to pose problems, discover answers, apply their learning in new ways, and communicate with others. ACA students experience such learning—and show evidence of that learning—by performing worthwhile tasks for real audiences and community partners.

Intellectual life is challenging, diverse, and rewarding. It requires initiative and independent thinking. Students at ACA develop a willingness to figure things out. A diverse and engaged ACA faculty encourages ACA students to think and to take responsibility for their own learning. Students don't expect to be given answers, but they know they can uncover them, and readily join in the spirit of shared inquiry.

At ACA there are opportunities to imagine how others feel and see the world. Students respect evidence, distinguish good data from bad, and gather factual support for their ideas. ACA students learn – often through the strong connection ACA has with community business/industry partners -- to communicate those ideas powerfully in a variety of media, becoming skilled speakers, writers, and users of technology.

What Are These Quality Habits?

It is important that ACA students discover and explore the rich content areas of communication (language arts/visual and performing arts), empirical reasoning (science), social reasoning (social studies), and quantitative reasoning (math) embedded in diverse professions. These explorations result in developing dispositions for learning—habits of mind, work, wellness, service, and community. Gaining key content knowledge and skills supports the development of habits. Developing these strong habits empowers students to be successful in any endeavor—long after they have graduated from high school.

Habits of Mind shapes our attitudes toward learning and the world around us. Humility allows us to acknowledge that there are things we don't know. Curiosity and passion push us to explore, to take risks, and to find answers. Reflection helps us to discover areas to improve and to celebrate successes to duplicate in future experiences.

Habits of Work are essential to productivity. Employers seek those who can not only solve problems, but frame problems and think critically. They seek those who can work well independently and as part of a team. Being self-disciplined means doing what needs doing even when it's difficult or uncomfortable. Managing time rather than being ruled by it leads to meeting deadlines with quality projects.

Habits of Wellness ensures a healthy mind, body, and spirit for many years of productivity. Understanding real-life influences on health and making healthy choices is key. Strong self-awareness and emotional intelligence also lead to truly enjoying one's life and work.

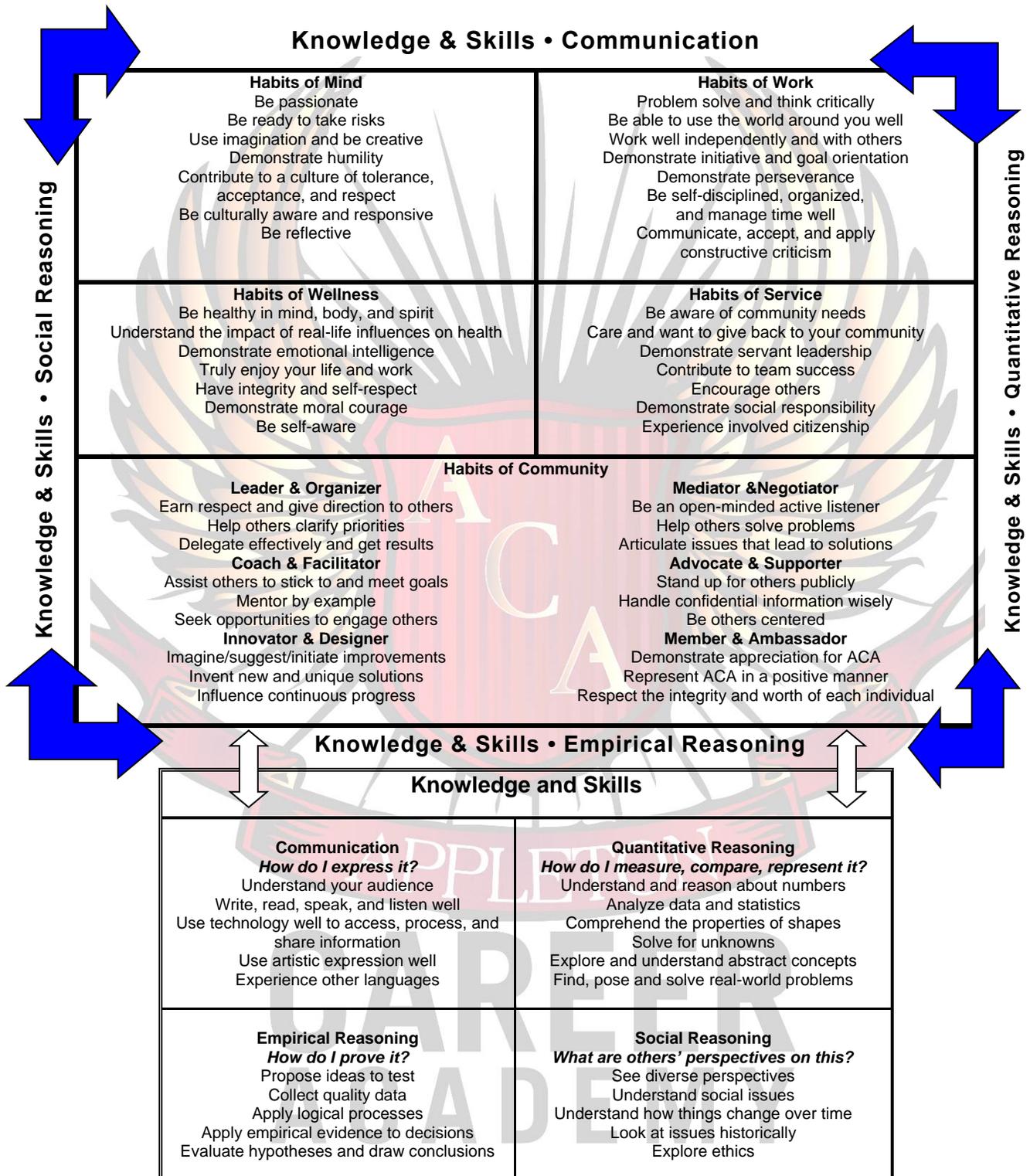
Habits of Service encourage us to care and want to give back to the various communities we are a part of, to contribute to the team, to encourage others, to be involved citizens, and to breed success.

Habits of Community guides numerous ACA academic interactions. At various times, students act as coaches, facilitators, leaders, advocates, innovators, mediators, negotiators, designers, supporters, organizers, and ambassadors. They respect and value the worth of every individual, the value of community, and help one another to succeed!



~Written by James Lewicki: Lewicki Consulting, LLC.

Attributes of an ACA Student



~Adapted from Kenningworth High School, WA by Tracey Money

