# Introduction to Government & Public Administration Course No. 43001 Credit: 0.5

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Government & Public Administration (44.0401)

Course Description: **Introductory Level:** This course will introduce students to the knowledge and skills of serving the public in a variety of occupations. Topics will include identifying personal strengths and weaknesses and setting career goals, leadership, teamwork, and problem solving, analyzing leadership roles and identifying leadership opportunities within the school.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Analyze career paths in the government & public administration field.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Research personal interests and aptitudes and match to personal career cluster identification. |  |
| 1.2 | Identify personal strengths and weaknesses. |  |
| 1.3 | Develop career goals and objectives as part of a personal career plan including identification of weaknesses, advancement opportunities and strategies to achieve or improve them. |  |
| 1.4 | Use multiple resources to locate job opportunities. |  |
| 1.5 | Prepare job related documents (i.e. resume, application letter, follow up letter). |  |
| 1.6 | Complete an employment application. |  |
| 1.7 | Participate in job interviews (mock or actual), exhibiting critical thinking and decision-making skills |  |
| 1.8 | Demonstrate appropriate methods of accepting or rejecting employment offers. |  |
| 1.9 | Identify training, education and certifications available for the Government and Public Administration occupations. |  |
| 1.10 | Summarize behaviors, personal qualities and key activities necessary to retain a job in the government and public administration industry. |  |

## Benchmark 2: Demonstrate technical skills related to careers in the government and public administration field.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Explain personal and/or work-related consequences of unethical or illegal behaviors (including jobs affected) if convicted of a crime. |  |
| 2.2 | Identify common tasks that require government and public administration employees to use problem-solving skills. |  |
| 2.3 | Analyze elements of a problem common to the industry and identify creative solutions. |  |
| 2.4 | Identify situations and behaviors that affect conflict management. |  |
| 2.5 | Demonstrate the steps of problem solving. |  |
| 2.6 | Conduct technical research to gather information necessary to meet the needs of clients/customers. |  |
| 2.7 | Explain the various roles of leaders within an organization (i.e. commitment, being a role model, promoting the organization vision and mentoring others). |  |
| 2.8 | Analyze leadership in relation to trust, positive attitude, integrity and willingness to accept responsibility. |  |
| 2.9 | Determine the factors involved in team development (i.e. listening, respect for members, democratic attitude, group problem solving). |  |
| 2.10 | Evaluate the opportunities within career and technical student organizations (i.e. FFA, FCCLA, SkillsUSA, FBLA, DECA, TSA, HOSA, FEA) including leadership training, leadership positions, levels of involvement, application activities, recognition and rewards). |  |
| 2.11 | Explore the processes involved in selecting leaders (i.e. student council, local, city, county, state and federal elections). |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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