21st Century Skills
Progress Report

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Student Name

First Trimester Report
November 16, 2012

Learning and innovation skills increasingly are being recognized as those that separate students who are prepared for a more and more complex life and work environment in the 21st century, and those who are not. A focus on creativity, critical thinking, communication, and collaboration is essential to prepare students for the future.

COMMUNICATION AND COLLABORATION

Communicate Clearly
- Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
- Listen effectively to decipher meaning, including knowledge, value, attitudes and intentions
- Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade)
- Utilize multiple media and technologies, and know how to judge their effectiveness a priori as well as assess their impact
- Communicate effectively in diverse environments (including multi-lingual)

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Collaborate with Others
- Demonstrate ability to work effectively and respectfully with diverse teams
- Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
- Assume shared responsibility for collaborative work without dominating
- Use social skills in order to avoid conflict and maintain happiness

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Think Interdependently
- Realize that a group can accomplish more than an individual
- Be sensitive of the needs of your peers and do what you can to help them
- Listen to and strongly consider the ideas of others
- Value the individual contributions made by each team member

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CREATIVITY AND INNOVATION

Think Creatively
- Use a wide range of idea creation techniques (such as brainstorming)
- Create new and worthwhile ideas (both incremental and radical concepts)
- Elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts
- Conceive creative solutions to problems after examining alternative possibilities from many angles

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Work Creatively with Others
- Develop, implement and communicate new ideas to others effectively
- Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work
- Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas

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Implement Innovations
- Generate tangible, useful, novel, original, clever or ingenious products, solutions, and techniques
- Work on tasks because of the challenges they present rather than the material rewards – Be intrinsically motivated

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Apply Past Knowledge to New Situations
- Make connections by referring to past experiences
- Draw from experience when confronted with new and perplexing problems
- Abstract meaning from one experience, carry it forth, and apply it in a new and novel situation
- Recognize similarities between past experiences and current challenges and draw from what was learned

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Adapted from The Partnership for 21st Century Skills & Habits of Minds (Developed by Bock A. Solan)

CRITICAL THINKING AND PROBLEM SOLVING

Think Critically
- Use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation
- Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems

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Make Judgments and Decisions
- Effectively analyze and evaluate evidence, arguments, claims and beliefs and alternative points of view
- Interpret information and draw conclusions based on the best analysis

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Ask Questions
- Ask questions to fill in the gaps between what is known and what is unknown
- Ask questions at all levels of Bloom's Taxonomy of Thinking, but match the purpose with the correct type of question

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Solve Problems
- Solve different kinds of non-familiar problems in both conventional and innovative ways
- Identify and ask significant questions that clarify various points of view and lead to better solutions

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REFLECTION AND AWARENESS

Metacognition (Thinking About Our Thinking)
- Know what you know and know what you don't know
- Be conscious of the steps and strategies during the act of problem solving
- Develop a plan of action, maintain that plan in mind over a period of time, then reflect back on and evaluate the plan upon its completion
- Be aware of one's actions and the effect of those actions on others and on the environment
- Shift gears if a plan isn't working
- Explain your thinking and the strategies used while making decisions

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Reflect and Synthesize
- Reflect critically on learning experiences and processes
- Synthesize and make connections between information and arguments

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FLEXIBILITY AND ADAPTABILITY

Adapt to Change
- Adapt to varied roles, jobs, responsibilities, schedules, and contexts
- Work effectively in a climate of ambiguity and changing priorities

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Think and Learn Flexibly
- Change your mind when you receive additional data
- Know when it is appropriate to be broad and global in your thinking and when a situation requires detailed precision
- Understand that there are multiple correct ways to solve a problem

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Demonstrate Learning Through All Intelligence Pathways
- Interpersonal – understand other people
- Intrapersonal – understand yourself
- Logical-Mathematical – understand causal systems
- Visual-Spatial – present the world in your mind
- Verbal-Linguistic – use language to express yourself
- Bodily-Kinesthetic – use your body as your media
- Musical-Rhythmic – use music and patterns
- Naturalist – discriminate among living things

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INITIATIVE AND SELF-DIRECTION

Manage Goals and Time
- Set goals with tangible and intangible success criteria
- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently

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Be a Risk-Taker
- Take educated risks and frequently push the boundaries of your perceived limits
- Be resilient if your risk-taking isn't successful - Don't worry what others think
- Know when risks are not worth taking
- View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes

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Be Self-Directed Learners
- Go beyond basic mastery of skills and/or curriculum to explore and expand one's own learning and opportunities to gain expertise
- Demonstrate initiative to advance skill levels towards a professional level
- Demonstrate commitment to learning as a lifelong process
- Reflect critically on past experiences in order to inform future progress

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Persist Despite Setbacks
- Stick to the task until it is completed
- Stay focused on your task without distraction
- Have a repertoire of strategies to solve problems if one isn't working

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Be Curious
- Inquire rather than give answers
- Identify new problems that need to be solved and probe into their causes
- Enjoy figuring out problems without adult assistance
- Feel compelled, enthusiastic and passionate about learning, inquiring and mastering

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Learn Continuously
- Value doubt rather than certainty
- Explore alternatives rather than know which choice is correct
- Constantly be on the lookout for new and better ways of doing things
- Believe that problems, situations, tensions, conflicts and circumstances are valuable opportunities to learn
- Invite the unknown, the creative, and the inspirational
- Be humble

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SOCIAL AND CROSS-CULTURAL SKILLS

Interact Effectively with Others
- Know when it is appropriate to listen and when to speak
- Conduct themselves in a respectable, professional manner

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Work Effectively in Diverse Teams
- Respect cultural differences and work effectively with people from a range of social and cultural backgrounds
- Respond open-mindedly to different ideas and values
- Leverage social and cultural differences to create new ideas and increase both innovation and quality of work

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Find Humor in Appropriate Situations
- Perceive situations from an original and often interesting vantage point
- Appreciate and understand others' humor
- Be verbally playful when interacting with others
- Be able to laugh at situations and yourself

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PRODUCTIVITY AND ACCOUNTABILITY

Manage Projects
- Set and meet goals, even in the face of obstacles and competing pressures
- Prioritize, plan and manage work to achieve the intended result

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Produce Results
- Demonstrate additional attributes associated with producing high quality products including the abilities to:
  - Work positively and ethically
  - Manage time and projects effectively
  - Multi-task
  - Participate actively, as well as be reliable and punctual
  - Present oneself professionally and with proper etiquette
  - Collaborate and cooperate effectively with teams
  - Respect and appreciate team diversity
  - Be accountable for results
  - Seek feedback and respond positively to constructive criticism & setbacks
  - Attend to detail, precision, and orderly progressions

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LEADERSHIP AND RESPONSIBILITY

Guide and Lead Others
- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Leverage strengths of others to accomplish a common goal
- Inspire others to reach their very best via example and selflessness
- Demonstrate integrity and ethical behavior in using influence and power

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Be Responsible to Yourself and Others
- Monitor, define, prioritize and complete tasks without direct oversight
- Act responsibly with the interests of the larger community in mind
- Understand, negotiate and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments
- Perceive others' points of view, empathize, predict how others are thinking, and anticipate potential misunderstandings

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INFORMATION LITERACY

Access and Evaluate Information
- Access information efficiently (time) and effectively (sources)
- Evaluate information critically and competently

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Use and Manage Information
- Use information accurately and creatively for the issue or problem at hand
- Manage the flow of information from a wide variety of sources
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information

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MEDIA LITERACY

Analyze Media
- Understand both how and why media messages are constructed, and for what purposes
- Examine how individuals interpret messages differently, how values and points of view are included or excluded, and how media can influence beliefs and behaviors
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of media

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Create Media Products
- Understand and utilize the most appropriate media creation tools, characteristics and conventions
- Understand and effectively utilize the most appropriate expressions and interpretations in diverse, multi-cultural environments
- ICT (Information, Communications and Technology) LITERACY

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Apply Technology Effectively
- Use technology as a tool to research, organize, evaluate and communicate information
- Use digital technologies (computers, PDAs, media players, GPS, etc.), communication/networking tools and social networks appropriately to access, manage, integrate, evaluate and create information to successfully function in a knowledge economy
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies

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