

Utah Futures Glossary

Ability

A natural talent or acquired skill. Typing, for example, is an acquired skill because one must learn how to type. In contrast, a natural talent is something one can do well, even without taking lessons. For some people, playing a musical instrument may be a natural talent. Occupations require different abilities.

Academic Year

A period of 30 weeks or more of instruction. Educational institutions use different measures of time. At schools that use semesters, an academic year is at least 24 semester or trimester hours. At other schools, at least 36-quarter hours or 900 clock hours is an academic year.

Accreditation

Approval showing that a school has met certain standards in its education programs, services, and facilities.

Accrue

To increase or accumulate.

Accuplacer

The purpose of ACCUPLACER tests is to provide you with useful information about your academic skills in math, English, and reading. The results of the assessment, in conjunction with your academic background, goals, and interests, are used by academic advisors to determine your course selection. You cannot “pass” or “fail” the placement tests, but it is very important that you do your very best on these tests so that you will have an accurate measure of your academic skills.

ACT

(see American College Testing Program) A four-part examination designed to measure a student’s scholastic development. The test covers English, mathematics, social studies, and natural sciences. Many colleges require students to take this test and submit their test scores when they apply for admission. Some colleges accept this test or the Scholastic Aptitude Test (SAT). It is recommended that students take the ACT or the SAT during their junior year in high school and then again as a senior.

Active Duty

Full-time service by armed forces personnel. Those in the Reserve or National Guard have at least 14 days of active duty each year; weekend training does not qualify as active duty.

Active Employer

Employing unit that has been determined liable for the payment of contributions or payment in lieu of contributions (reimbursements) and is currently registered and required to file reports by virtue of having met the statutory or elective coverage provisions of the State unemployment compensation law.

Activities

UtahFutures activities help individuals explore and understand their education and career goals more deeply stimulate learning through actual experience. The activities include:

- Bobilator
- My Story
- World of Work
- Compare my Careers
- More about Me
- Compare my Career Options
- Career Interests
- Work Values
- Evaluate Education Options
- Education Research
- Experiential Learning Plan
- My Accomplishments
- Consider the Military Adult&K12
- Explore Occupations
- Compare-my-Options
- Self-Employment
- Consider the Military
- Ready to set goals
- Are you Dealing with Debt
- Facing Obstacles
- Daily Spending
- Assess your finances - Income Expense Worksheet
- Is Education Worth the Cost?
- Calculate the Cost of School
- Want to Compare Schools
- Want to Write a Cover Ltr
- Want to succeed in school
- Want to make a resume
- Want to Weigh Your Education Options

ADA

(see Americans With Disabilities Act)

Admission

(see Deferred Admission)

(see Open Admissions)

(see Program Admission)

(see Rolling Admissions)

Admission Index – Admissions and scholarship decisions can be based on an index of GPA and ACT scores at some of our institutions of higher education. The score may

also be used for placement. For more information please visit the institution of your choice to determine if this is applicable.

Admissions Interview

An interview given by an educational institution, usually a four-year college, to determine whether an applicant should be admitted.

Admissions Requirements

Conditions that applicants must meet in order to be admitted to an educational institution. In general, applicants must have a grade point average or test scores above a set level. Additional requirements are experience and references. Some schools require an interview.

Adult

WIA term: A person who is 18 years of age or older.

Adult Education & Career Exploration

The UtahFutures exploration tools for adults using UtahFutures.

Adult Education

Services or instruction below the post secondary level for individuals: 1) Who have attained 16 years of age; 2) Who are not enrolled or required to be enrolled in secondary school under State law; 3) Who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are unable to speak, read, or write the English language

Advanced Individual Training

For Army soldiers, classroom and field training in their chosen Army job. This training is provided after basic training.

Advanced Placement Program (AP)

A service of the College Board that provides high schools with course descriptions in college subjects and Advanced Placement Examinations in those subjects. High schools teach the courses and give the examinations to interested students. Those who pass the exams are eligible for advanced placement, college credit, or both.

Affirmative Action

A federal law that makes it illegal for an employer not to hire or promote someone because of their race, color, gender, religion, or national origin. This law is also used in college admissions to increase the number of people from under-represented groups.

Aid

(see Campus-based Aid)

(see Financial Aid)

Aid Report

(see Student Aid Report- SAR)

American College Testing Program (ACT)

A four-part examination designed to measure a student's scholastic development. The test covers English, mathematics, social studies, and natural sciences. Many colleges require students to take this test and submit their test scores when they apply for admission. Some colleges accept this test or the Scholastic Aptitude Test (SAT I). Most students take the ACT or the SAT during their junior or senior year of high school.

Americans with Disabilities Act (ADA)

Law that prohibits discrimination against the disabled and handicapped in employment and many other areas. The ADA prohibits discrimination against qualified disabled individuals who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable accommodations include making existing facilities readily accessible and usable by the individual with the disability. This can mean job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, providing qualified readers or interpreters, and similar accommodations.

API

Application Program Interface

Applicant

A customer requesting assistance from any DWS service

Apprentice

Apprentice term: An individual who has signed an Apprenticeship Agreement with a program sponsor that specifies the terms and conditions of Apprenticeship.

Apprenticeships

A combination of classroom training and on the job training that leads to skilled labor. Programs must be approved by the Bureau of Apprenticeship and Training (BAT). A program that offers students the combination of paid, on-the-job training and related classroom training in a specified career. These programs are registered with the United States Department of Labor and are designed to culminate in certified journeyman-level skills attainment and nationally recognized credentials. Apprenticeships are sponsored by an employer, who is responsible for providing journeyman-level mentorship and supervision to the apprentice and sees that all required coursework is completed.

Area (Program) of Study

A major or academic field or discipline used to obtain a degree/certificate.

Armed Services Vocational Aptitude Battery (ASVAB)

A test taken by individuals who wish to join the armed forces. The results are used to determine whether applicants qualify for entry into a service. In addition, results are used to direct individuals toward occupations that may interest them. The test covers four areas: mechanical and crafts; business and clerical; electronics and electrical; and

health, social and technology. Minimum entry scores vary by service and occupation.

Assessment

Conducting initial interview and comprehensive assessment, completion of any participation agreement, identifying strengths & barriers used in developing the plan, evaluation of appropriateness of FEP Diversion or FEP extension. It also includes activities related to amending, changing, determining the appropriateness of a training program, or updating a current plan.

Assessment of Prior Experiential Learning (APEL)

A process in which a student's various kinds of prior learning are evaluated and determined to be equivalent or similar to knowledge and competence being developed in college. A student's past jobs, military service, volunteer work, and self-directed learning can be considered for credit. APEL programs translate these experiences into academic credit. Colleges vary in their participation and in the amount of credit they give for prior experiential learning.

Assessments in UtahFutures

- **Reality Check** : Assessment that helps individuals understand the cost of living based on a variety of variables such as housing, utilities, transportation by building a budget and showing jobs that support their desired life style.
- **Work Importance Locator**: Assessment helps identify jobs based on work values such as achievement, conditions of work, and work relationships.
- **Self-Employment**: Assessment provides insight into the differences between being self-employed and working for an employer.
- **Interest Profiler**: Assessment helps to identify interests and how they relate to various professions or careers.
- **Career Cluster Inventory**: Assessment based on responses to 80 choices, this interest survey rates an individual's level of interest in certain careers. At the end of the survey, responses are matched with the 16 national career clusters.

ASSET

Assessment tests used by some colleges and universities to measure basic reading, number, algebra, and language skills. Scores are used to determine course placement, such as type of math class. Students usually take these exams before they begin their first year of classes. These tests were developed by the American College Testing Program and generally are given free of charge by the school.

Assets

Items of value such as cash in savings and checking accounts, trusts, stocks, bonds, money market funds, mutual funds, trust funds, a home (if owned), other real estate, business equipment, business inventory, and so forth. Cars, stamp collections, or musical instruments are not counted as assets for the purposes of financial aid. Students who apply for financial aid must fill out forms listing their assets.

Associate Degree (A.A., A.S., A.A.S., and A.O.S.)

An undergraduate degree that can be earned at two-year colleges and professional-technical schools. The associate of arts (AA) or associate of science (AS) degree is granted after students complete a program of study similar to the first two years of a four-year college curriculum. The associate of applied science (AAS) and associate of occupational studies (AOS) degrees are awarded upon completion of a two-year technical or vocational program of study.

Association

(see Professional Organization/Association)

ASVAB

(see Armed Services Vocational Aptitude Battery)

Average

An average is what is typical or represents most people in a group. For example, most workers work five days a week. Some may work more and some may work less. However, since most work five, then the average is five days a week. An average is calculated similar to the mean. For example, take the total of the salaries for a particular job, and divide by the number of people who were surveyed.

Award Letter

The document a school uses to notify students about the financial aid they are eligible to receive. The award letter usually gives information on the types and amounts of aid offered. It gives students the opportunity to accept or decline the aid.

Award Year

The school year in which financial aid will be received.

B.A.**B.S.**

(see Bachelor's Degree)

Bachelor's Degree (B.A., B.S.)

A degree received after the satisfactory completion of four- or five-years of full-time study at a college or university. Sometimes called baccalaureate degrees, they are more often called either Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degrees. Policies concerning the awarding of B.A. and B.S. degrees vary from college to college.

Basic Employability Skills

The work habits and social skills employers desire in their employees. Examples include responsibility, communication, and a positive outlook. Employers also prefer workers who cooperate, are helpful, and on time. They also look for workers who are organized and flexible.

Basic Pay

The amount of pay a military employee receives. The pay rate is determined by the individual's pay grade (rank) and years of military service. Basic pay does not include allowances such as food and lodging.

Basic Training

The initial military training provided to all new enlisted personnel. The purpose of basic training is to prepare enlistees mentally and physically for the military role. Basic training lasts from six to ten weeks, depending on the service. Each service has its own basic training

Before-Tax Income

Money received as pay for working. This amount has not yet had federal income taxes deducted.

Benefits

Compensation given to employees in addition to their regular wages. Common benefits include health insurance and retirement plans. They also include paid vacation and sick leave.

Blog (web log) - A web page that serves as a publicly accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author.

Bluetooth - A short-range radio technology aimed at simplifying communications among internet devices and between devices and the Internet.

Borrower

A person who receives a loan.

Budget

The total cost for a student to attend school for one academic year. Generally, this figure includes tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students), books and supplies, and transportation. Childcare, costs related to a disability, and miscellaneous expenses may be factored in as well. The school determines these amounts based on the cost of living for the area and the costs associated with attending their school, such as tuition.

Calendar

The system by which an academic institution divides the year into periods for instruction and awarding credit. The most common calendars are those based on the semester, trimester, and quarter. Some schools use the Four-One-Four (4-1-4) system. This is a four-month term, a one-month inter-session, and a four-month term.

Calendar & Events

An UtahFutures events calendar on the individual's home page that shows events posted by the groups or community partners.

Campus-based Aid

Financial aid that is administered by a university. The university receives a fixed amount of money from the federal government. That money is then awarded to students with demonstrated need. Examples of campus-based aid are Perkins loans, Supplemental Education Opportunity Grants, and federal work-study programs. Unlike federal programs administered through schools such as Stafford loans, there is no guarantee that every eligible student will receive aid because funds are limited.

Cancellation of Loan

The situation that exists when a borrower meets certain conditions (such as death or disability) so that all or part of a loan need not be repaid. Cancellation may also occur when a loan, or portion of a loan, is returned directly to the lender instead of being released to the borrower. Some federal loans are cancelable in full or in part if the borrower becomes a teacher in certain areas of the country lacking teachers.

Capitalize

To add unpaid interest to the principal balance of an educational loan. This increases the size of the loan. Interest is charged on the new balance to include both the unpaid principal and the accrued interest. This increases the monthly payment and the amount of money that must be repaid eventually.

Career

A lifestyle concept that involves a sequence of work and leisure activities in which one engages throughout a lifetime. A career is unique to each person and is dynamic and unfolding throughout life. A career includes pre-vocational and post-vocational activities and decisions. A career involves how a person integrates his/her work life with other life roles such as family, community, and leisure pursuits.

Career Counselor

A trained individual who works with students and job seekers. The counselor can help people figure out what careers interest them, write a resume, and practice for a job interview.

Career Development

Those aspects of an individual's experience that are relevant to personal choice, entry, and progress in educational, vocational, and avocational pursuits. It is a lifelong process through which individuals come to understand themselves in relationship to education and work.

Career and Technical Education (CTE) -A vast number of classes and programs that teach the high demand skills needed to get a job, to cross-train for different positions, or retrain for a new career. CTE is designed to prepare high school students to transition successfully to postsecondary education, and to help workers acquire job skills in new fields or refresh skills in an existing career path. Formerly called Vocational Education.

Career Exploration

Researching what you want to do for your career. It includes learning about your self, what you like and dislike. It also includes learning about occupations and the workplace. Once you have gained insight into both areas, use what you know about yourself to make decisions about what occupation(s) fit you. Then explore your decisions through job shadowing, volunteering, or an internship.

Career Information

Synthesized data related to education and work. Career information includes personal, social, educational, and occupational information emphasizing the user's individual characteristics, attributes, skills, knowledge, interests, values, and aptitudes. Career

decision makers and career guidance professionals use career information to discover and explore occupational opportunities, related educational programs of study and training, and schools or other institutions that offer the programs.

Career Ladder

The path a specific career follows as workers advance. The path generally occurs as a person moves into positions with more responsibility. Workers can follow career ladders within one firm or company or across several organizations. One example of a career ladder would be rising from lawyer to partner in the firm to managing partner.

Career Road Map

The Career Road Map in UtahFutures provides examples of road maps for specific occupations. The map begins with 7th grade courses and ends with Utah employers most likely to hire for that occupation and/or actual Utah job openings. It provides a basic understanding of the standard education, training, license, certification, degree, etc. requirements for occupations. It is important to note that there are many paths to every occupation, Career Road Map provides one example.

Case Management The provision of a client-oriented approach in the delivery of services, designed to : 1) Prepare and coordinate comprehensive employment plans for customers to ensure access to employment and support services; and 2) provide job and career counseling during program participation and after job placement.

Certificate or Diploma

An award for successful completion of a particular vocational or technical program (generally one year, but less than four years of study).

Certificate - Generally one-year programs that lead directly to entry level employment in a specific occupation such as aviation pilot, diesel mechanic, or respiratory therapist.

Certification

A voluntary process by which a non-governmental organization, such as a professional society or certifying agency, grants recognition to an individual who meets education and experience requirements. An example of an occupation with required certification is Certified Public Accountant (CPA). Certificates must be renewed every few years.

Challenge for Course Credit

The process by which a student challenges school's course or class. If a person feels that they already have the knowledge or experience being taught in a class, they may be able to take a test that covers the class's content. If the test is passed, the student may either get credit or have the requirement of taking that class waived. Colleges vary in the way they handle challenge for course credit.

Challenge Goal

A set of personal or suggested goals that may help individuals achieve their education and career objectives.

Child Labor Laws

State and federal labor laws that protect minors (children under 18) who work. In general, the following rules apply to children under sixteen years when school is in

session:

- no more than three hours per day on school days
- no more than eight hours per day on non-school days
- no more than 18 hours per week
- only work between 7 a.m. and 7 p.m.
- no work during school hours

When school is not in session, children under 16 can work 8 hours a day, up to 40 hours a week. For 16 and 17 year olds, the maximum workweek is 40 hours. On school days, they can work between 7 a.m. and 11 p.m.

Civilian

A person who is not on active duty in the military.

CLEP

(see College-Level Examination Program)

Clock Hour

The equivalent of EITHER a 50- to 60-minute class or lecture OR a faculty-supervised laboratory, shop training, or internship.

College

An institution of higher education that offers a course of studies leading to a bachelor's degree. Many colleges also offer courses leading to a master's or doctoral degree. Colleges are usually smaller and less research-oriented than universities. Most colleges have become universities in the last few years.

(also see Community College)

(also see Four-Year College)

(also see Junior College)

(also see Liberal Arts College)

(also see Specialized College)

(also see Two-Year Community College)

(also see Upper-Division College)

College Catalog

A publication sent to prospective students by colleges and universities. It provides information about the campus, professors, courses, and financial aid.

College Interview

An interview given by an educational institution, usually a four-year college, to determine whether an applicant should be admitted.

College-Level Examination Program (CLEP)

A program of examinations in undergraduate college courses. The exams provide students and adults the opportunity to demonstrate college-level achievement. The examinations are used by colleges to award credit. Business, industry, government, and professional groups also may use these exams to satisfy educational requirements for advancement, licensing, and admission to training programs.

College-Orientation Session

One or more days of activities, discussions, and events provided by a college or university. This session is held before the term begins and is designed to prepare new students for college life. Examples of discussion topics include financial aid, study skills, and registration for classes.

College-Preparatory Program

Classes that most colleges and university require applicants to have taken. Suggested courses are English, mathematics, social studies, science, and a foreign language.

College Savings Plans

Savings options for parents saving for a child's college education. Also known as "529" plans; they are state-operated investment plans that give families a federal tax-free way to save money for college. Authorized by Congress in 1996, they are officially known as qualified tuition programs (QTPs), but usually referred to as "529 plans," "state 529 plans," or "section 529 plans", after the section of the Internal Revenue tax code that regulates the plan's special tax breaks.

Colleges and Universities in Utah - The ten colleges/universities which are part of the Utah System of Higher Education: University of Utah, Utah State University, Weber State University, Southern Utah University, Snow College, Dixie State College of Utah, College of Eastern Utah, Utah Valley State College, Salt Lake Community College, and the Utah College of Applied Technology.

Community College

A two-year college that usually is public and serves the residents of a local or regional area. Most of these colleges admit all or most of the students who apply. Some programs, such as nursing, may be more selective. Students receive associate degrees after two years of successful full-time study. Many technical programs of study are taught. Students in these programs often enter the job market immediately after graduation. Most students who enter general education programs (equivalent to the first two years of a baccalaureate degree program) transfer to a four-year college or university, often as juniors.

Community Partner

UtahFutures Community Partners connect schools, students, and job seekers with businesses, colleges, universities, non-profit organizations and interest groups. Community Partners contribute their knowledge and experience to their community and schools, educate young people and adult job seekers about skills needed in the workforce. They also participate in career related learning opportunities for students so they develop meaningful and realistic career and educational plans.

Community Partner Search

Individuals using UtahFutures can find and connect with employers, non-profit, education/training providers and others in the community who can support student and jobseeker's education and career plans and goals.

Compensation

Wages given to employees in return for their services. Other types of compensation include health insurance, vacation pay, and contributions to a retirement plan.

Comprehensive Guidance and Counseling WIA term: Instructional dialog between a customer and qualified professional, including drug and alcohol abuse prevention and treatment services. Also includes family counseling activities.

Concurrent Enrollment - College-level courses available to high school students for both high school and college credit. Applied technology, introductory general education, and introductory level major courses are offered. Concurrent enrollment classes are taught either at the high school or at a college site. Teachers may be regular college faculty members or high school teachers who have been approved for adjunct faculty status at a higher education institution.

Confidential Information Information that has limited access as provided under the provisions of UCA 63-2-201 or 7 CFR 272.1. Also refer to the DWS Information Disclosure Hand Book.

Content - Information captured digitally and imparted to learners. Formats for e-learning content include text, audio, video, animation, simulation, and more.

Continuing Education

Courses that are available to adults who are not part of a formal degree program. These courses are available at community colleges and through professional associations.

Cookie - A message given by a web server to a web browser, which stores the message in a text file. The message is then sent back to the server each time the browser requests a page from the server. The main purpose of cookies is to identify users and possibly prepare customized Web pages for them. Cookies can be disabled in the browser.

Cooperative Education

A formal arrangement between students and off-campus employers. Students alternate between periods of full-time study and full-time employment in a related field. It may take longer to complete a degree under this program, but students gain practical work experience and are paid for their work.

Cost of Attendance

The total cost for a student to attend school for one academic year. Generally the cost of attendance includes tuition and fees, on-campus room and board (or a housing and food allowance for off-campus students), books and supplies, transportation, and personal expenses. Childcare, costs related to a disability, and other miscellaneous expenses may be factored in as well. The school determines these amounts based on the cost of living for the area and the costs associated with attending their school, such

as tuition.

Counseling The process of assisting participants in resolving personal, financial, legal, employment, and social problems and issues during or after participation in services. It is an employment-related supportive service.

Course Management System (CMS)(aka Learning Management System — LMS) - Software that automates the administration of a class web site. These often include modules for online class discussions, grade books, homework turn-in and pickup, class calendars, and tools to make it easy to upload documents and link to electronic course reserves.

Courses Planner

UtahFutures component accessed through Workspace on the individual's home page. Individuals create a class schedule by grade level which populates information on the individual's Plan.

Cover Letter

A letter that is sent with your resume. It points out your skills and experience that relate directly to the job.

Coworkers

The people you work with at your job.

Credential

A document that entitles a worker to authority or allows him/her to work in a particular field. Often a credential is a license, certificate, or other piece of paper.

Credit Bureau

A company that compiles and distributes credit information about people to lenders. This information may include a person's employment information as well as the balance on loan and credit card accounts.

Credit for Prior Learning (CPL)

A process in which a student's various kinds of prior learning are evaluated and determined to be equivalent or similar to knowledge and competence being developed in college. A student's past jobs, military service, volunteer work, and self-directed learning can be considered for credit. CPL programs translate these experiences into academic credit. Colleges vary in their participation and in the amount of credit they give for prior learning.

Credit Hour

A unit used to measure the amount of schoolwork a student has enrolled for or completed. In a credit hour system, each course is assigned a specific number of credit hours. This number is usually based on the number of classroom meetings per week.

Thus a course that meets for one hour on Monday, Wednesday, and Friday is a three credit hour course.

College Work Study (CWS) - Jobs provided for graduate and undergraduate needy students. Employers pay a portion of the students' wages while the CWS fund pays the remainder.

Day Shift

People on this shift of the workday work the "regular" hours of 8:00 a.m. to 5:00 p.m. However, people may begin working earlier (for example, 7:00 a.m.) or end working later (for example, 6:00 p.m.).

Default

When a borrower fails to repay a loan according to the terms in the loan agreement.

Deferment of Loan

When loan repayment is suspended because the borrower has met one of a number of conditions. For example, borrowers may not need to make loan payments on certain kinds of financial aid loans while they are in school, are unemployed, or have a medical disability. In most cases, interest does not accrue during the deferment period.

Deferred Admission

The practice of permitting students to postpone enrollment for up to one year after acceptance to a college or university.

Degree

An academic title, such as a bachelor's degree (B.A.), awarded to a student who completes the required courses.

(also see Associate Degree)

(also see 3-2 Degree Program)

(also see Bachelor's Degree)

(also see Doctoral Degree)

(also see External Degree Program)

(also see First Professional Degree)

(also see Master's Degree)

(also see Professional Degree)

Delayed Entry Program (Military)

The practice of permitting enlistees to postpone active duty for up to one year after signing an enlistment contract with a branch of the armed forces. Acceptable reasons for the delay are finishing school or waiting for an opening in the enlistee's desired area of training. Enlistees are in the service, however, and are members of the Reserve forces until they begin active duty.

Delinquency

The failure of a borrower to make a loan payment on time.

Dependent Student

A student who is under 24 years of age by December 31 of the year for which he or she

is seeking aid. The student also must not meet one or more of the "Independent Student" criteria. See Independent Student.

Diligent

Working quickly and steadily, without taking many breaks. This term is usually applied to employees.

Diploma

A document given to high school, college, or university graduates to show that they have completed the required courses.

Disabled

According to the Americans with Disabilities Act (ADA), applicants or employees are disabled if they have a physical or mental impairment that substantially limits one or more major life activities, have a record of such an impairment, or are regarded as having such an impairment.

(see Americans with Disabilities Act)

Disclosure Statement

The borrower receives this statement from the lender when the loan is disbursed and again as the repayment period approaches. The disclosure statement provides information about the actual cost of the loan. This includes the interest rate and any additional finance charges. It also includes information about the length of the grace period (if any), the maximum length of repayment, the minimum annual repayment, any deferment conditions, and the definition of default.

Discrimination

To treat someone differently because of his or her age, race, gender, religion, sexual orientation, or national origin. It is illegal for an employer who has 15 or more employees to decide against hiring or promoting an employee on the basis of these characteristics. Employers with 14 employees or less are not covered under this act. However, some states have regulations keeping these smaller businesses from discriminating.

Discussion boards - Forums on the Internet or an intranet where users can post messages for others to read.

Distance Learning

Distance education is instruction that occurs when the instructor and student are separated by distance or time, or both. A wide array of technologies are currently used to link the instructor and student. Courses are offered via videotape, broadcast television, ITFS (instructional television fixed service), microwave, satellite, interactive video, audio tapes, audioconferencing, CD-ROM, and, increasingly, computer networking-including e-mail, the Internet, and the World Wide Web.

Doctoral Degree

Graduate degree awarded after successfully completing a program of two or more years beyond the bachelor's degree, and in most cases beyond a master's degree. A

Ph.D. or Doctor of Philosophy usually requires three or more years. Law (J.D. or Doctor of Jurisprudence) and medical degrees (M.D. or Medical Doctor) require three years.

Double Major

Any program of study leading to a degree in which a student completes two majors at the same time.

Drug Testing

The policy of testing employees for illegal drug use. Test may be required before employment or given randomly to all employees.

Dual Degree program

(see 3-2 Degree program)

Dual Enrollment

The practice of colleges allowing high school seniors to enroll part time in college courses while completing their senior year.

Early Action Plan

Colleges and universities normally advise applicants of their acceptance or rejection in mid-April. With early action, schools notify applicants of their status at an earlier date (usually by the middle of December). To be evaluated for early action, applicants must submit their applications early in the fall. Early action is different from early decision because applicants may apply early action to several schools. In addition, applicants are not required to commit to an offer of admission.

Early Admission

The admission of high school students (usually juniors) of superior ability as full-time college students before they graduate from high school. Under early admission, high school juniors are allowed to skip their senior year and enroll in college. This is also known as early entrance.

Early Decision Plan (EDP)

A formal program in which students apply early to a college or university and are notified of acceptance or rejection much earlier than the usual notification date (December instead of April). If not accepted under early decision, the application is reconsidered without bias under the college's regular admissions plan. There are two kinds of early decision plans. Under early decision-single choice (EDP-S), a student may not apply to any college other than his or her first choice school. If rejected by that school, the student is free to apply to other institutions. Under early decision-first choice (EDP-F), a student may apply to several schools, but must agree to enroll at the first choice college if accepted.

Early Entrance

The admission of high school students (usually juniors) of superior ability as full-time college students before they graduate from high school. Under early entrance, high school juniors are allowed to skip their senior year and enroll in college. This is also known as early admission.

Earnings

The amount of money paid to a worker as wages, salary, or commission. Wages vary with the worker's experience, level of responsibility, and geographic area.

EC A DWS Employment Center

Education

(see Continuing Education)

(see Cooperative Education)

Education Plans –**Education and Training**

A component that contains descriptions of programs of study and training, such as engineering, psychology, or law.

EFC

(see Expected Family Contribution)

E-learning (electronic learning)

Term covering a wide set of applications and processes, such as web-based learning, computer-based learning, virtual classrooms, and digital collaboration. It includes the delivery of content via Internet, intranet/extranet (LAN/WAN), audio- and videotape, satellite broadcast, interactive TV, CD-ROM, and more.

Emancipated

When a dependent is released from the control of a parent or guardian. Emancipating a child does not make a child eligible for independent status for the purposes of financial aid.

Emergency Loan

A loan provided by a school to cover unexpected expenses. Often this is a short-term loan that is processed quickly and must be repaid in a short period of time.

Employability Skills

(see Basic Employability Skills)

Employed Engaged in a gainful occupation

Employer Any individual or type of organization with one or more individuals performing service in employment

Employment

A job that pays wages, salary, or in-kind benefits

Employment Plan A written agreement negotiated with the customer that specifies an employment goal and outlines the achievement objective/services to reach the goal.

Encryption - Encoding information using some specific algorithm in order to hide it. The original information can not be retrieved without using a matching decryption

algorithm.

Enlisted Personnel

Employees of the armed forces who are below the rank of a warrant or commissioned officer. These workers conduct the day-to-day operations of the military. Enlisted personnel usually are high school graduates.

Enlistment

Voluntary entrance into military service as opposed to induction through Selective Service. Enlistment is usually for four years, but can range from two to six years.

Enlistment Contract

To join the military, either as an officer or as an enlisted person, an individual must sign an enlistment contract. The military agrees to provide pay, benefits, occupational training, and a job. The military tries to offer the job for which a person has been trained, but a specific type of job is not guaranteed at enlistment. In return, the individual agrees to a minimum service obligation of eight years. Two to six of those years are spent on active duty; the rest are spent in the Reserve forces, either active or standby. The length of active duty depends on the service and the amount of training the military provides.

Enrollment Deposit

A nonrefundable deposit required of accepted students to reserve their place in a class at a college or university. Usually applied to tuition, this deposit may also be called a tuition deposit.

Entrance Interview

An initial loan counseling session in which a school provides information on a borrower's rights and responsibilities regarding loans. The session includes information on the borrower's obligation to repay the loan and the consequences of default. All first-time students must attend an entrance interview prior to receiving the first disbursement of their first Perkins or Stafford Loan.

Entrepreneur

A person who organizes, manages, and takes the risks of running a business.

Entry-Level Job

A position in an occupation at the beginning level. For example, in food service an entry-level job would be someone who chops the vegetables for the chef to use.

Environmental Conditions

These factors describe the setting in which a job is performed. For example, in some occupations workers are exposed to outside weather, extreme temperatures, or wetness/humidity. Other conditions include exposure to noise, sharp objects, or dangerous machinery.

Essay

(see Application Essay)

Evening Shift

People on this shift work during the evening or from late afternoon into the night. This shift may be at the same time as the swing shift (3:00 p.m. to 12:00 a.m.) or it may be a shorter time period, such as from 5:00 to 9:00 p.m.

Exit Interview

An information session for student-borrowers that is held before they transfer, leave, or graduate from a school. The session is provided by the school's financial aid or student loan office. Information includes the repayment schedule for student loans. Counselors also review the options for repayment and management of debt. In the work world, exit interviews are conducted by some employers when employees leave their jobs. In general, employers ask employees why they are leaving and for feedback about the company.

Expected Family Contribution (EFC)

The amount a student and his or her family are expected to pay toward the cost of attendance. It is calculated from the financial information provided by the student and his or her family, including the student's spouse.

Exploration

(see Career Exploration)

Exploration Navigator

UtahFutures menu selections that help users navigate the web site while completing and exploring activities, assessments, and information.

Exploration process

Complete the assessments, activities, and research in Exploration on UtahFutures as the first step toward building an education and career plan to achieve individual goals.

Exploration Tracker

An at-a-glance view of activities, assessments, and work an individual has completed on UtahFutures.

External Degree Program

A program that allows a student to earn credit toward a degree through a combination of independent study, college courses, proficiency examinations, and personal experience portfolios. These programs may be offered by external degree colleges or by external degree branches of college and university campuses.

FAFSA

(see Free Application for Federal Student Aid)

FAQ

(see Frequently Asked Questions)

Facebook

Facebook is a social networking utility that connects people with friends and others. After registering, users may create a personal profile, add other users as friends, exchange messages, post status updates and photos, and receive notifications when

others update their profiles. Additionally, users may join common-interest user groups, organized by workplace, school or college, or other characteristics, and categorize their friends into lists such as "People From Work" or "Close Friends".

Federal Direct Student Loan Program (FDSLP)

Funds for FDSLP are provided by the federal government. Funds are disbursed directly to students and parents through the schools where students are enrolled. FDSLP includes the Federal Direct Stafford Loan (subsidized and unsubsidized) and the Federal Direct parent Loan for Undergraduate Students (PLUS).

Federal Family Education Loan Program (FFELP)

Funds for FDSLP are provided by private lenders such as banks and credit unions. The federal government guarantees these loans against default. FFELP includes the Federal Stafford Loan, the Federal Perkins Loan, and the Parent Loan for Undergraduate Students (PLUS).

Federal Processor

Organization that processes information that applicants submit on the Free Application for Federal Student Aid (FAFSA). There are two different federal processors. These processors each serve specific geographic regions of the United States.

Federal Work-Study Program

A federally funded part-time employment program for undergraduate and graduate students. Eligibility is based on financial need. The earnings help students meet a portion of their educational expenses. The federal government subsidizes a portion of the student's salary. This makes it cheaper for employers to hire students who have demonstrated financial need.

Fellowship

A cash or stipend award for graduate or professional students. The award is based on academic achievement or potential success in their field. Fellowships may also include a waiver of tuition costs. Fellowships do not have to be repaid.

FERPA – The Family Educational Rights and Privacy Act is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent

FFELP

(see Federal Family Education Loan Program)

File server – A computer on a network with the primary task of storing files that can be shared by network users.

File Transfer Protocol (FTP) - The protocol used on the Internet for exchanging files. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server (e.g., uploading a web page file to a server).

Financial Aid

Money awarded to students to help them pay for education. Aid is given as loans, grants, scholarships, or work-study. Some forms of financial aid need to be repaid after graduation.

Financial Aid and Assistance - Money provided to students and families of students to help pay for education expenses. Major forms of financial aid include gift aid (grants and scholarships) and self help aid (loans and work study).

Financial Aid Administrator

Employee of the college or university in charge of administering financial aid. Also known as "Financial Aid Advisors" or "Financial Aid Counselors".

Financial Aid Package

An offer by an educational institution of one or more forms of financial aid, such as loans, grants, scholarships, and work-study. These funds are combined to produce a "package" to meet a student's financial need.

Financial Aid Transcript

A record used by postsecondary schools listing all financial aid awards given to the student at other postsecondary schools that the student has attended.

Financial Need

The difference between the cost of attendance and the student's expected family contribution. (See Expected Family Contribution)

Firewall - A system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized internet users from accessing private networks connected to the Internet, especially intranets. All messages entering or leaving the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria.

First Professional Degree

The degree required to practice in certain professions, such as law and medicine. Study usually requires a total of at least six years, including prior college-level work. First professional degrees may be awarded in architecture, chiropractic, dentistry, engineering, law, medicine, optometry, osteopathic medicine, pharmacy, podiatric medicine, rabbinical and talmudic studies, theology, and veterinary medicine. (also see Professional Degree)

First-Time Undergraduate Student

A student who is enrolled in a program leading to a certificate or an undergraduate degree. The student has not previously completed a four-year degree.

Five Star Rating Scale

The star ratings are assigned within training categories. For example, occupations that are classified as requiring an Associate's Degree are grouped in one category and assigned star ratings within that category while jobs classified as requiring a Bachelor's Degree are grouped in another category and assigned star ratings. There are jobs classified in all training levels that receive five, four, three, two, one and zero ratings.

Five-star occupations have the strongest employment outlook and high wages.

Four-star occupations have a good employment outlook and relatively high wages.

Three-star occupations have a moderate to strong employment outlook and low to moderate wages.

Two-star occupations have a limited employment outlook and a relatively high wage.

One-Star occupations have a strong employment outlook and a relatively low wage.

Zero-Star occupations have a limited employment outlook and low wages.

Identifying occupations with favorable job prospects is important when making career decisions. The projections shown are ten-year projections based on current trends and what we know about the economy.

Five-Year Degree Program

(see 3-2 Degree program)

Fixed Interest

Interest rate that does not change. In a fixed rate loan, the interest rate is guaranteed to remain the same until the loan is paid off.

Follow-Up Letter

A letter sent by a job applicant to an interviewer shortly after the interview. A good letter can set an applicant apart from the others. It also provides an opportunity to restate any important points that were discussed during the interview.

Forbearance

Period in which the lender allows the borrower to temporarily stop making payments. Unlike deferment, during a period of forbearance, interest continues to accrue (even on subsidized loans). Forbearance will not be granted if a loan is in default.

Forgivable Loan

A loan that may be repaid by a term of service, such as teaching or practicing medicine in a rural area. If the term of service is not completed, the loan must be repaid in full.

Formal Training

A type of training where workers gather to learn about an occupation. The training may involve taking courses at a school or on the work site. For example, manufacturers offer formal training programs to train multiple workers about their product.

Four-One-Four (4-1-4)

A variation of the academic calendar. This is a four-month term, a one-month inter-session, and a four-month term. The inter-session is used for intensive short courses, independent study, off-campus work, or other types of instruction.

Four-Year College

A college that grants bachelor's degrees after students successfully complete four years of full-time study. Some of these schools offer two-year programs that students can complete before transferring into a bachelor's degree program, sometimes earning an associate degree. A variety of programs are available at these colleges. Some colleges offer graduate programs.

Free Application for Federal Student Aid (FAFSA)

A free financial aid application form used to determine eligibility for need-based federal financial aid. Applications are accepted after January 1. Early application is strongly encouraged.

Fringe Benefits

(see Benefits)

Full Time

Usually defined as 40 hours per week. However, it is sometimes defined as 35 hours or more per week. In some organizations, especially for salaried employees, more than 40 hours is considered full time (with no extra pay for the additional hours).

GEAR-UP – GEAR UP is an acronym for Gaining Early Awareness and Readiness for Undergraduate Programs. It is a seven-year federal grant program that provides services and assistance for low-income students in order to help them successfully graduate from high school and prepare for college.

Garnishment

Practice of taking a portion of the wages of a borrower who is in default on a loan without his/her consent.

GED

(see General Education Development)

General Discharge

A soldier's release from active duty in the armed forces before the end of the contract period. This discharge is given under honorable conditions.
(also see Discharge for other military discharge terms)

General Educational Development (GED)

A series of five tests that adults may take through their state education system to qualify for a high school equivalency certificate. Many colleges accept satisfactory GED test results in place of a high school diploma.

GPA

(see Grade Point Average)

Grace Period

The period of time from the date a student borrower is no longer enrolled in school at least half time to the date loan repayment is scheduled to begin. The student does not need to pay the loan principal and interest during the grace period, but the student is responsible for any interest on an unsubsidized loan that collects during this period. In general, the grace period for student loans is six months.

Grade Point Average (GPA)

A system used by many schools for evaluating the overall scholastic performance of students. The most common system of numerical values for grades is A = 4, B = 3, C = 2, D = 1, and E or F = 0. To find a student's GPA, first multiply the number of hours given for a course by the student's grade in the course to get a grade point for each course. Then add all grade points together for the term and divide by the number of hours of course work taken.

Graduate Assistantship

Financial aid given to graduate students in return for teaching a class or performing research.

Graduate Student

A student enrolled in an academic program of study above the bachelor's degree level at a college or university. Typically, these students are enrolled in master's or doctoral programs.

Grant

A form of financial aid that does not have to be repaid or earned by working. Grants usually are based on financial need; however, academic merit may also be considered.

Graveyard Shift

People on this shift work during the nighttime and into the early morning. This time period usually ranges from 11:00 p.m. to 8:00 a.m. It may also be called the night shift.

Grievance

A complaint about a problem at work, such as harassment. Some employers have formal steps that must be followed to report and solve the problem.

Gross Pay

The amount of wages or salary before money is deducted for taxes, Federal Insurance Contributions Act (FICA), or dues.

Guarantee Agency

A state agency or private, nonprofit organization that administers federally-funded student loan programs. Guarantee agencies approve student loans and insure them against default.

Half-Time Student

A student whose academic workload is at least six semester or quarter hours per academic term for a term-based program. In a credit hour system, 12 semester or 18

quarter hours are required. A clock-hour system requires that half-time students have 12 clock hours per week.

Hazardous Duty Pay

Additional wages paid to military personnel who engage in dangerous activities. For example, personnel receive hazardous duty pay for activities such as flight or submarine duty, parachute jumping, and explosives demolition.

Health Insurance

A benefit received by many workers and their families. Health insurance usually covers doctor visits, medication, hospitalization, and related medical care.

Help Wanted Ad

An advertisement, appearing in the newspaper, that gives information about an available job. It tells interested applicants who to contact for more information.

Hierarchy

The result of sorting people or objects into groups. Some groups are ranked higher and may have more power. For example, managers are near the top of the hierarchy and clerks are near the bottom. The workers at the top of the hierarchy supervise those who are below them.

Holland Codes

These codes divide career interests into six categories. The categories include Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. Assessment tests such as the SDS, Strong, and IDEAS use the Holland codes to help students identify their interests.

Home page (Landing Page) - The main page of a web site. Typically, the home page serves as an index or table of contents to other documents stored at the site.

Honors Program

An unusually challenging academic program for superior students that offers the opportunity for educational enrichment, independent study, or acceleration.

Hourly Wage

Payment to a worker that is based on the number of hours worked.

Housing Allowance

An extra amount of money paid to military personnel who live off of a military base.

HTML (HyperText Markup Language) - The programming language used to create documents for display on the World Wide Web.

HTTP (HyperText Transfer Protocol) - The set of rules and standards that govern how information is transmitted on the World Wide Web.

IMS (Instructional Management System) Global Learning Consortium - Coalition of government organizations dedicated to defining and distributing open architecture interoperability specifications for e-learning products. See the IMS web site at <http://www.imsglobal.org/>.

Incentive Pay

Additional wages paid to military personnel who engage in dangerous activities. For example, personnel receive hazardous duty pay for activities such as flight or submarine duty, parachute jumping, and explosives demolition. Special pay is also given to officers in certain occupations, such as doctors, dentists, and veterinarians.

Independent Student

A student who meets one or more of the following criteria: (a) be 24 years old by December 31 of the award year; (b) be an orphan or a ward of the court or a former ward of the court until age 18; (c) be a veteran of the U.S. Armed Forces; (d) be a graduate, professional, or married student; or (e) have legal dependents other than a spouse. A student may also be determined to be an independent student because of unusual circumstances documented by the financial aid administrator.

Independent Study

An arrangement that allows students to complete some of their college program by studying independently instead of attending scheduled classes and completing group assignments. Students typically plan a program of study with a faculty adviser or committee. Students may report periodically to the committee and submit a final report for evaluation.

Industry

A collection of employers grouped according to product, service, or activity. Examples of industries include entertainment, food, oil production, and mining.

Instant messaging (IM) - A type of communications service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet, analogous to a telephone conversation but using text-based, not voice-based, communication. Typically, the instant messaging system alerts you whenever somebody on your private list is online. You can then initiate a chat session with that particular individual

Interdisciplinary

Programs or courses that combine knowledge from a number of subject areas. Such combinations could be biology and physical science or engineering and business.

Interest Profiler

An assessment that helps you identify your interests and how they relate to careers you may want to explore.

Internship

A program where a student works for an employer for a specified period of time. The student learns about a particular occupation and practices skills previously learned in the classroom. The student's workplace activities may include special projects, sample tasks related to different occupations, or tasks from a single occupation. Internships may or may not include wages.

Interview (Job Interview)

A meeting between an employer and a potential employee. The employer asks

questions about the interviewee's knowledge, skills, and abilities. The interviewee has an opportunity to ask questions about the employer.

(also see Admissions Interviews)

(also see Collage Interview)

(also see Entrance Interview)

(also see Exit Interview)

Job

Activities performed on a regular basis in exchange for payment. A single position at one company.

Job Application

A written form for gathering information about an individual applying for a job. Typical information includes the applicant's name, address, phone number, work experience, education, and references.

Job Connection Activities Utilization of DWS services such as: self-directed job search, Electronic Job Board, Labor Market Information, WinWay, Choices, AJB, etc.

Job Fair

An event where businesses provide information about their companies to jobseekers.

Job Readiness UWORKS term: Participation in a structured setting that may be a class or workshop. Includes employment related counseling, assertiveness training, problem solving.

Job Search

The process of going through the necessary steps to find a job.

Job Search Workshop

A short workshop designed to provide job seekers with knowledge that will enable the customers to find jobs.

Job Seeker

An individual looking to obtain or change employment

Job Shadow

One method for a student to explore their career interests. A work site experience during which a person spends time, typically three to six hours, one-on-one with an employee observing daily activities and asking questions about the job and industry. Job shadowing is a career awareness and exploration activity that allows a person to gather information on a wide variety of career possibilities. Such exploration activities can assist in making good career decisions and in focusing studies once a career interest is identified.

Journey-Level Worker

Title given to workers who have finished an apprenticeships in a craft or trade. These workers are also known as Journeymen.

Junior College

A two-year college that usually is public and serves the residents of a local or regional area. Most of these colleges admit all or most of the students who apply. Some programs, such as nursing, may be more selective. Students receive associate degrees after two years of successful full-time study. Junior colleges typically do not offer vocational/technical degrees. Instead, they usually offer the first two years of study leading to a bachelor's degree.

Just-in-time (JIT) - Characteristic of e-learning in which learners are able to access the information they need exactly when they need it.

Labor Exchange

On the job, you provide skills and your employer provides you with a paycheck. Thus, you are trading your time and labor for another item, in this case, money.

Labor Market Information

Information about workers, jobs, industries, and employers. It includes employment, demographic, and economic information. This information is used by job seekers, employers, administrators, planners, information analysts, and policy makers.

Layoffs

Large businesses are required to give 60-days advance notice to workers that they will lose their jobs. Workers who are laid off may be eligible for retraining under the Economic Dislocation and Worker Adjustment Act.

Learning object - A reusable, media-independent collection of information used as a modular building block for e-learning content. Learning objects are most effective when organized by a meta data classification system and stored in a data repository such as an LCMS. A **learning object** has been defined as: Any entity, digital or non-digital, that may be used for learning, education or training Any digital resource that can be reused to support learning Web-based interactive chunks of e-learning designed to explain a stand-alone learning objective" "A digitized entity which can be used, reused or referenced during technology supported learning."

Learning portal - Any web site that offers learners or organizations consolidated access to learning and training resources from multiple sources. Operators of learning portals are also called content aggregators, distributors, or hosts.

Liberal Arts College

A college that focuses on cultivating general knowledge and reasoning skills rather than on specific career preparation. They are sometimes known as colleges of arts and sciences. These colleges promote a broad exposure to many subjects, including literature, history, fine arts, social sciences, philosophy, natural sciences, and foreign languages. Most liberal arts colleges are private rather than public. They usually do not offer as many majors in scientific and technical disciplines as do universities.

License

A document granted by a government agency that authorizes individuals to work in an

occupation, activity, or business. Examples of occupations where workers must be licensed are social worker, doctor, and physical therapist.

Licensing/Certification

Requirements workers need to meet for licensing or certification. Common requirements are technical training, education, and experience. In addition, this topic provides names and addresses of licensing agencies.

Loan

An advance of funds that the borrower must repay under specified conditions.

(also see Emergency Loan)

(also see Deferment of Loan)

(also see Forgivable Loan)

(also see Student Loan)

(also see Subsidized Loan)

(also see Unsubsidized Loan)

Major

The field of academic study in which a student specializes. The courses that constitute the main body of a program of college study.

Master's Degree

The first graduate (post-baccalaureate) degree in the liberal arts, sciences, and certain professional fields, usually requiring one to two years of full-time study.

Matriculation

Enrollment at a college or university in a certificate or degree program.

Mentor

An experienced person who supports, coaches, and guides an inexperienced worker.

This individual is often the same person who provides skill training at the worksite.

Mentorship

A formal relationship between a student or worker and a worksite role model who provides support and encouragement. A mentor helps a student or worker become accustomed to the rules, norms, and expectations of the workplace. The mentor provides career insight and guidance based on personal career experience.

Mentoring

A customer matched with a tutor/coach who assists in the attainment of employment or other goals.

Merit-based

Financial aid that is dependent on academic, artistic, or athletic merit. This type of aid does not require demonstration of financial need.

Military Entrance Processing Station (MEPS)

Site where full enlistment processing occurs. Applicants are given the Armed Services Vocational Aptitude Battery (ASVAB) if they have not already taken it. In addition, they receive a medical examination. If approved, recruits sign their enlistment contract.

Minimum Wage

The lowest hourly wage that can be paid to employees. Some states have a higher minimum wage.

Minor

- 1) The subjects that make up a secondary concentration of college study.
- 2) An individual who is under 18 years of age. Minors are not allowed to work in certain jobs and can only work during certain hours of the day. See Child Labor Laws.

Minor Child A child under the age of 18 who has not been emancipated either by lawful marriage or court order.

Need-based

Financial aid that is dependent on demonstration of financial need. Most sources of financial aid that are provided by the government are need-based.

Needs Analysis Form

A form that is completed by the student and his or her family to determine the expected family contribution. Schools decide which forms they will accept.

Net Pay

The amount of wages or salary remaining after money is deducted for taxes, Federal Insurance Contributions Act (FICA), or dues.

Networking

For job seekers, the process of contacting friends and co-workers about job leads. This way job seekers hear about more jobs and their names are more likely to reach potential employers.

New Century Scholarship - A state scholarship awarded to Utah high school seniors who have completed their requirements for an Associate's Degree by September 1 of the year in which they graduate from high school. The scholarship provides 75% of tuition (60 credit hours) at any four-year state-operated institution offering baccalaureate programs. This program may also be used at BYU and Westminster, where eligible students will receive 75% of the average tuition costs of the state schools.

Night School

Evening classes offered by a high school, college, or university for individuals who work during the day.

Night Shift

People on this shift work during evening, nighttime, and/or early morning hours. This time period ranges approximately from 11:00 p.m. to 8:00 a.m. It may also be called the

graveyard shift or night-owl shift. This shift operates most often in factories, hospitals, and restaurants that operate 24 hours a day. It may apply to firefighters, and police officers.

Non-traditional Occupation

Occupations for which individuals from one gender comprise less than 25 percent of those employed in such occupation or field of work.

Non-Wage Compensation

Payment given as a benefit rather than cash. Common benefits include health and life insurance, vacation, sick leave, and retirement plans. Other benefits include dependent (elder or child) care, family leave, summers off, employee assistance programs, sabbaticals, savings plans, and discounted merchandise or airfare. Some occupations provide expense allowances for travel or meals, company cars, stock option plans, profit sharing, and tuition assistance for the worker and/or dependents.

O*NET

The Occupational Information Network (O*NET) is a comprehensive database of worker attributes and job characteristics. This classification system can be used with both seekers and employers to define and describe occupations.

Occupation

A group of related jobs that have similar duties, levels of responsibility, skills, knowledge, and physical demands. For example, Civil Engineer is an occupation, while the Engineering Design position at ABC Engineering Company is a job.

Occupation in Demand

WIA term: Occupations or industries with potential for employment.

Occupation Search

Allows users the ability to explore information about occupations, compare occupations and research related or detailed information depending on interest.

Occupational Hazard

A risk associated with a particular job. For example, coal miners are exposed to harmful coal dust. Other workers are exposed to chemicals or radiation.

Officer Candidate School (OCS)

A program for college graduates who do not have military training but want to become military officers. This school is also open to qualified enlisted members. Training lasts up to 20 weeks, depending on the branch of the armed forces. After graduation, candidates are commissioned as military officers. The Air Force calls this Officer Training School.

Officer Training School (OTS)

A program for college graduates who do not have military training but want to become military officers in the Air Force. This school is also open to qualified enlisted members. Training lasts 14 weeks. After graduation, candidates are commissioned as military officers. Other branches of the armed forces call this Officer Candidate School.

On-the-Job Training (OJT)

A paid worksite learning activity provided to an eligible customer by the employer.

Open Admissions

The college admissions policy of admitting virtually all applicants with high school diplomas or their equivalent. Conventional academic qualifications such as high school subjects taken, high school grades, and admissions test scores, are not used to limit enrollment.

Outlook

Future employment growth for an occupation. It states whether an occupation is growing or declining and how that rate compares to other occupations. In addition, this topic explains what factors may influence the number of available jobs.

Overtime

Work beyond eight hours a day or 40 hours a week.

Overtime Pay

In jobs that pay by the hour, wages paid for time spent beyond eight hours a day or 40 hours a week. Overtime pay is often at a higher rate, often at time and a half (1.5 times the normal rate).

Parent All natural, adoptive, and step parents.

Part-Time Student

A student whose academic workload is less than 12 semester or quarter hours per term in a term-based program. In a credit hour system, a part-time student takes less than 24 semester or 36 quarter hours per academic year.

Part-Time Work

Employment for less than 35 hours a week. Part-time employees often do not receive the benefits given to full-time workers.

Pay

(see Basic Pay)

(see Gross Pay)

(see Hazardous Duty Pay)

(see Incentive Pay)

(see Net Pay)

(see Overtime Pay)

(see Pay Grade)

Pay Grade

A level of employment, as decided by the military. There are nine enlisted pay grades and ten officer pay grades. Pay grades are determined by length of service and advancement. Wages are determined by the pay grade.

PDF (Portable Document Format) - File format developed by Adobe Systems to enable users of any hardware or software platform to view documents exactly as they were created — with fonts, images, links, and layouts as they were originally designed.

Pell-Grant

Money awarded directly to students by the federal government. Only undergraduate students may receive federal Pell Grants. To apply for a federal Pell Grant and other federal financial aid, fill out the Free Application for Federal Student Aid (FAFSA).

Perkins Loan -Low interest loans for needy students, administered at campus level.

PLUS - Parent Loans for Undergraduate Students, under which parents may borrow costs of attendance on behalf of students.

Post Secondary Education

WIA term: A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). It does not include programs offered by degree-granting institutions that do not lead to an academic degree: such as applied technology, skills training and skills education classes.

Practical Learning Activities

Promote career exploration with these classroom activities, projects, and assignments.

Prepaid Tuition Plans

State-government sponsored college savings plans that allow families to lock in current tuition rates for a child to attend college in the future by paying a lump sum or making periodic payments over a period of time. For example, if parents join a state's prepaid plan and pay now for year's tuition at the state's public college (or other eligible institution), these shares will always be worth a year's tuition--years later when their child is ready to attend college, when tuition rates at that college have increased.

Principal

The actual amount of money borrowed or remaining to be repaid on a loan.

Prior Experiential Learning (APEL)

(see Assessment of Prior Experiential Learning)

Productive

Able to finish tasks quickly and correctly.

Profession

A type of occupation that requires a high level of education and usually a license or certificate. Occupations such as doctor and lawyer are recognized as professions.

Professional Degree

Degree such as architecture, law, medicine, or dentistry.
(also see First Professional Degree)

Professional Organization/Association

An organization composed of individuals in the same occupation. These groups protect the interests of their members, keep them up to date on issues affecting their profession, and publish magazines or newsletters. Many of these groups provide career information to students. Some organizations license or certify their members.

Profile Page

When a user signs on to the system a profile page is created that gives them the ability to edit their own content on their own profile page. Most areas of the profile page can be directly edited or automatically populated with information as the user enters information and uses the system. A portion of the profile page is not editable by the user, this area is maintained and populated by administrators of UtahFutures.

Program

A specified series of courses which, when taken collectively, presumes the development of some prescribed knowledge or competency, leading to a degree, diploma, or certificate.

Promissory Note

The legal document a person signs to receive a loan. It lists the conditions and terms of the loan and states how the borrower will repay the loan.

Promotion

Advancement to a job with higher status, pay, or responsibility

Proprietary Schools (Private Institutions)

Any private institution, including business, modeling, paramedical, tax preparation, trade and technical school, which offers post-secondary education for the attainment of educational, professional or career objectives.

PSAT – The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides first-hand practice for the SAT. It also gives you a chance to enter NMSC scholarship programs and gain access to college and career planning tools.

Pull technology - In reference to the Internet or other online services, the technology whereby people use software such as a web browser to locate and "pull down" information for themselves.

Push technology - In reference to the Internet or other online services, the technology whereby information is sent directly to a user's computer.

Qualifications

The abilities, skills, talents, diplomas, licenses, training, or accomplishments that make a person eligible for a job.

Raise

An increase in pay. A raise is usually given as a reward for good work. Some employers give employees a raise after they have worked at the company for a set period of time (such as a year).

Rate

The wages paid for a particular time period, such as by the hour or day.

Recruit

An individual who has been accepted by the military and has signed the enlistment contract.

References

Former employers who are willing to talk to a prospective employer about the job applicant. References are listed on a resume or job application. Three references are usually required. An applicant should be able to provide the name, address, and telephone number of people who are references. Applicants should receive permission from references to list their names.

Regents' Scholarship – The Regents' Scholarship encourages Utah high school students to prepare for college academically and financially by taking a core course of study and saving for college. The scholarship may be used at any public college or university in the Utah System of Higher Education, as well as at Brigham Young University-Provo, LDS Business College, and Westminster College. For detailed information, please visit www.higheredutah.org and click on "Scholarships".

Requirements

(see Admissions)

Research

(see Applied Research)

(see Basic Research)

Reserve Forces

Military personnel who are not on active duty, but can be called into duty during a war or national emergency. Some reserve forces are members of the Ready Reserves. Other reserve personnel have finished active duty but are still under contract with the military.

(also see Standby Reserve)

Reserve Officers Training Corps (ROTC)

Program conducted by some colleges and universities in cooperation with the Army, Navy, Air Force, and Marine Corps. Undergraduate students may receive training to become officers while they attend college. In addition to their regular schoolwork, ROTC candidates perform drills each week and receive military training each summer.

Resume

A written summary of a job applicant's education and employment history.

Retirement

Leaving a job when age or service requirements have been met to qualify for pension or Social Security benefits.

Rolling Admissions

An admissions procedure by which the college evaluates applicants on a first-come, first-served basis. Applicants are screened as soon as they submit all application

materials. The college may consider applications on a weekly or monthly schedule. Applicants receive a notice of the decision a short time after application.

ROTC

(see Reserve Officers Training Corps)

SAT

(see Scholastics Aptitude Test)

SAT I: Reasoning Test

A national college admissions test of developed verbal and mathematical reasoning abilities. Many colleges require students to take this test and submit their test scores when they apply for admission. Some colleges accept this test or the ACT. Most students take the SAT I or the ACT during their junior or senior year of high school.

SAT II: Subject Test

Tests in specific high school subjects that are used by some colleges to help with decisions about admissions. These tests also may be used in course placement and exemption of enrolled freshmen from certain required courses.

Salary

A fixed amount of money paid to an employee in return for work.

SAR

(see Student Aid Report)

Satisfactory Academic Progress

An acceptable rate of course completion. Students must meet their school's written standard of satisfactory academic progress in order to receive federally funded financial aid.

Savings Plans

(see College Savings Plans)

Scalability

The degree to which a computer application or component can be expanded in size, volume, or number of users served and continue to function properly.

Scholarship

A form of financial aid that does not have to be repaid or earned through employment. Scholarship usually refers to an award based on academic merit; however scholarships are also awarded for performing community service. Financial need may also be required.

Scholarship Search

A component on UtahFutures that allows individuals to search for scholarships and includes detailed information about the scholarships.

Scholastic Aptitude Test (SAT)

National college admissions tests. The SAT I tests verbal and mathematical reasoning abilities. The SAT II tests specific high school subjects. Many colleges require students

to take these tests and submit their test scores when they apply for admission. Most students take the SAT during their junior or senior year of high school.

School

A person, firm, or institution whose primary purpose is to provide education or training in one or more specified program areas of instruction.

School-Based Learning

School-sponsored career learning activities that occur at a school, primarily in a classroom setting. Activities may include school-based enterprises, professional/technical education, pre-employment or work readiness training, career awareness and exploration, workplace simulations, and basic educational skills training. Also referred to as School-Site Learning.

School Search

A UtahFutures component that incorporates an interactive interface allowing an individual to search for post-secondary schools by name, degree, location, admission, district, size and type. It includes detailed information about schools and links to related information.

SDS

(see Self Directed Search)

Seasonal Employee

An individual who works only during certain seasons of the year. For example, farm workers who harvest crops only work during the summer and fall.

Secondary School

The school that follows middle school or junior high and precedes college. Secondary school covers grades 9 or 10 through 12. These schools offer general, vocational, college-preparatory, and technical coursework.

Section 508 (American Disabilities Act (ADA) Compliancy) - The section of the 1998 Rehabilitation Act that states that all electronic and information technology procured, used, or developed by the federal government after June 25, 2001, must be accessible to people with disabilities. Affected technology includes hardware such as copiers, fax machines, telephones, and other electronic devices as well as application software and web sites. See <http://www.section508.gov/>.

Selective Service

A government agency that keeps a list of men who might be called on to serve the United States in a national emergency, such as a war. Registration is mandatory for almost all men in the United States, ages 18 through 25 years old.

Self-Employment

The act of earning a living by working for yourself rather than for others. Self-employed workers may create and sell products or services. Some contract independently for work with others.

Semester

An academic calendar period of about 18 weeks that makes up half of the usual academic year for schools that use this calendar system.

SEOG - Supplemental Educational Opportunity Grant Program. Grant Program for students with exceptional need up to \$4,000 per year available, depending upon need.

SEOP - Student Education and Occupation Plan. A Utah specific format for individualized student planning that focuses on recognizing student accomplishments and strengths and student and parent/or guardian planning, monitoring, and managing education and career development in grades 7-

Service Academies

Undergraduate colleges run by the military where individuals receive a free college education and officer training. In return for their education, graduates must serve at least five years of active duty. The Army, Navy/Marines, Air Force, and Coast Guard each operate an academy. Competition for entry is keen. Applicants must be at least 17 years of age, a United States citizen, of good moral character, and academically and physically qualified. Applicants also must be nominated for consideration. Nomination usually is done by a member of Congress; it is not necessary to know Senators or Representatives personally to receive the nomination. The recommended time to apply is the spring of the junior year in high school.

Service Members Opportunity Colleges (SOC)

A group of colleges and universities that help military enlisted personnel meet the requirements for college degrees. Because enlisted personnel frequently move to other areas of the country, these schools accept credits earned elsewhere.

Sexual Harassment

Unwanted, repeated sexual behavior that one person imposes on another. People who are being sexually harassed have the right to report the person who is harassing them. See the Keeping Your Job files for more information.

Shadow

(see Job Shadow)

Shift

A period of time, usually eight hours, worked by employees.

(also see Day Shift)

(also see Evening Shift)

(also see Graveyard Shift)

(also see Night Shift)

(also see Split Shift)

(also see Swing Shift)

Sick Days

Days a sick employee can take off from work and not lose any pay. In many jobs, employees earn one sick day for each month of full-time work they do.

Skill

The ability to do something well.

Social Media

Social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks.

Social Security Benefits

Money paid to eligible individuals. Benefits are determined by an individual's earnings, date of birth, and type of benefit.

Social Security Number

An identification number assigned to individuals by the government. This number is required for all employees. Apply for a number at least six weeks before starting a new job. There is no age requirement. Applications are available from social security offices, post offices, and most employment offices.

Specialist

A person who is in a specific line of work or field of study. For example, a pediatrician is a specialist--a physician who only does children's medicine.

Specialized College

Schools that offer course work in one or two areas. These areas include teacher preparation, seminary/rabbinical, health sciences, engineering, business, Bible, art/music, and agricultural/technical.

Specialized Technical School

Schools that offer short-term specialized training in technical areas. Often the school provides one area of training such as business, dental technology, or cosmetology. The programs usually last six to 24 months and few general classes are necessary.

Student

(see Dependent Student)

(see First Time Undergraduate Student)

(see Full time Student)

(see Graduate Student)

(see Half-Time Student)

(see Independent Student)

(see Part-Time Student)

(see Regular Student)

(see Undergraduate Student)

Student Aid Report (SAR)

A report that indicates a student's eligibility for federal financial aid as determined by the information submitted on the Free Application for Federal Student Aid (FAFSA).

Students may use this form to correct any information that has changed since the FAFSA was submitted.

Student Contribution

The amount the student is expected to pay toward his or her educational costs. This figure is based on an analysis of the student's income and assets.

Student Explore College & Careers

The set of exploration tools for K-12 students using UtahFutures.

Student Loan

Money for educational purposes that can be borrowed from banks by students.

STW

(see School-to-Work)

Subject Test

(see SAT II: Subject Test)

Subsidized Loan

A need-based loan, such as a subsidized Federal Stafford Loan or Direct Subsidized Stafford/Ford Loan. The federal government pays the interest on subsidized loans during the borrower's in-school, grace, and deferment periods.

Supervisor

A worker who assigns, oversees, directs, or inspects the work of others. Supervisors may be in charge of a unit, office, or department, and work in almost all types of occupations.

Swing Shift

Shift of the workday in which workers work the time period between day and night. This time period ranges approximately from 3:00 to 11:00 p.m. or 4:00 p.m. to 12:00 a.m. (midnight).

Synchronous learning - A real-time, instructor-led online learning event in which all participants are logged on at the same time and communicate directly with each other. In this virtual classroom setting, the instructor maintains control of the class, with the ability to "call on" participants. In most platforms, students and teachers can use a whiteboard to see work in progress and share knowledge. Interaction may also occur via audio- or videoconferencing, internet telephony, or two-way live broadcasts.

System Date - The date of the computer when a transaction is posted. The date would be "current" date.

Tables – Oracle database files comprising of multiple rows (records) of related information.

Taxable Income

Income earned from wages, salaries, tips, interest, dividends, alimony, estates or trusts, business or farm profits, and rentals or properties. These types of income are usually reported on an IRS tax form.

Technical School/College

A school that specializes in teaching particular techniques, such as computer operation. At this type of college, technical training is mixed with general education classes. However, there is less general education than in junior, community, or liberal arts colleges. Programs are usually designed so that students can go right into a career after completing the program. Some technical colleges offer associate degrees that students can transfer to a four-year university or college.

Technical Skills

Knowledge and skills specific to a particular occupation or group of occupations. For example, the technical skills for a plumber include installing and soldering pipes.

Temporary Worker

Employees who are hired for a limited period of time. This time period may be a day, a week, or several months. Temporary workers or "temps" may replace workers who are on vacation or on leave. Sometimes temps work during busy periods or seasonally, such as during summer or winter holiday periods.

Temporary workers generally do not receive benefits, such as paid vacation or health insurance. Some occupations tend to have more temporary workers. Temporary workers are often matched with employers through employment agencies. These workers are also known as contingent employees.

Timeline

UtahFutures component that displays records of completed assessment and activities or individual journal notes.

Training Agreement

A signed statement initiated by a school that details the conditions of participation of a student at the workplace during an internship. A training agreement includes the voluntary and cooperative commitment of the student, the employer, and the school.

Training Plan

A guide for each student worker that outlines the learning experiences to be completed at the workplace. The student, the employer, and the educational institution develop the training plan. This will be part of the training agreement.

Training Program

A set course of classes that prepares an individual for a particular career, occupation, or single job.

Transfer Associate Degree (A.A., A.S.)

Two-year programs that provide the academic foundation for transfer to a four-year bachelor's degree program. Associate's of Arts (A.A.) and Associate's of Science (A.S.) programs cover the curriculum taught in the first two years of a four-year program of study.

Transcript

An official copy of a student's educational record.
(also see Financial Aid Transcript)

Transfer of Credit

Moving earned course credits from one school to another to complete a degree. College-level courses often transfer from one accredited institution easily, although students should inquire ahead of time. When students transfer, they need to make sure official transcripts are sent from all previous institutions to the new school's office of admissions.

Trimester

An academic calendar period of about 15 weeks. Three trimesters make up one year. Students normally attend two of the trimesters each year. In some schools, students can speed their progress by attending all three trimesters during a year.

Tuition

The charge for attending a college or university class.

Tuition Assistance Program

This program pays 75-100% of tuition and fees for military employees who take educational courses at colleges and universities in their off-duty time.

Tuition Deposit

A nonrefundable deposit required of accepted students to reserve their place in a class at a college or university. Usually applied to tuition, this deposit may also be called an enrollment deposit.

Turnover

The measure of how frequently workers move in and out of an occupation or job. Turnover is higher in jobs that have low training requirements, low pay, and few opportunities for promotion. Because employees move in and out of these jobs often, these jobs are easier to get.

Twitter

Twitter is an online social networking and microblogging service that enables users to send and read short 140-character text messages, called "tweets."

Two-Year Community College

A two-year college that usually is public and serves the residents of a local or regional area. Most of these colleges admit all or most of the students who apply. Some programs, such as nu

UCAT

Utah College of Applied Technology

UCOPE

Utah Centennial Opportunity Program for Education. State need-based grant and work study program administered by UHEAA.

UCRN

Utah Career Resource Network. Offers products and services that are designed to give students, parents, teachers, and counselors the highest quality career information.

UECLP

Utah Engineering and Computer Service Loan Forgiveness Program. A loan forgiveness program to recruit and train engineering, computer science, and related technology students to assist in providing for and advancing the intellectual and economic welfare of the state.

UEN

Utah Education Network

UESP

Utah Educational Savings Plan Trust. A state-supported college savings program administered by UHEAA. UESP encourages parents, grandparents and others to save on behalf of their future college students. State and federal tax benefits are available by saving through UESP.

UHEAA

Utah Higher Education Assistance Authority. Subsidiary agency of the State Board of Regents; administers all student aid programs under delegation from the Board.

USOE

Utah State Office of Education

UI

Unemployment Insurance.

USHE

Utah System of Higher Education

Undergraduate Student

A student enrolled in a program leading to a certificate or an associate, baccalaureate, or other undergraduate degree.

Unemployed

Not engaged in a gainful occupation.

Unemployment Insurance

Funds paid to laid off workers during their job search.

Union

An organization of individuals who are employed in the same industry or in similar jobs. The goal of a union is to improve salaries, working conditions, and benefits of its members.

University

An institute of higher learning that offers both undergraduate (associate and bachelor's) and graduate (master's and doctoral) programs. Universities vary considerably in programs offered and in size. Compared to colleges, universities are usually larger,

offer more courses and majors, and have more research facilities. Universities may be divided into a number of "colleges," such as the College of Education or the College of Business. Each college has several departments, and each department may offer more than one major.

Unmet Need

The difference between a student's total available resources (including the expected family contribution) and the total cost for the student's education at a specific school.

Unsubsidized Loan

A non-need-based loan, such as an unsubsidized Federal Stafford Loan or Direct Unsubsidized Stafford/Ford Loan. The borrower is responsible for paying the interest on an unsubsidized loan during in-school, grace, and deferment periods. Unlike subsidized loans, for unsubsidized loans,

the government does not pay interest during in-school and grace periods. The student can choose either to pay the interest during this time, or to capitalize the interest while still in school.

UtahFutures.org

A one-stop shop for people to explore and organize training, education and career information.

Verification

The process of confirming that information submitted on the student's financial aid application is correct.

Veteran

An individual who completed active duty in the armed forces and was released with an honorable discharge or under honorable conditions.

Veteran's Benefits

Veterans of military service are entitled to certain veterans' benefits. These include guaranteed home loans, hospitalization, burial and survivor benefits, educational benefits, rehabilitation training, disability pay, and assistance in finding civilian employment.

Video

(see Occupation Video)

Vita

A written summary of a job applicant's education and employment history. A vita and a resume are very similar; however, a vita generally contains more educational information. Vitas are usually used for educational settings, such as a university.

Vocational Aptitude Battery

(see Armed Services Vocational Aptitude Battery)

Vocational School

A school that trains people for a specific occupation or trade.

Wages

Payment for services rendered which meets the definition of wages as defined in the State's unemployment compensation law and/or the Federal Unemployment Tax Act.

Work-Based Learning

School sponsored career-learning activities that occur at a worksite and are connected with school-based learning. Activities may include job shadowing, mentorships, structured work experience, cooperative work experience, internships, community service learning, and registered youth apprenticeships. Also referred to as Worksite Learning.

Work Strategies

The process and tools used to develop a strength-based relationship with DWS job seekers, by assessing strengths and interests and developing a goal and plan of action in order to connect job seekers with in-demand jobs. Provide support and services in order to maintain and increase employment.

Workers Compensation

Pay for people who have job-related illnesses or injuries or who are laid off from work. Under worker's compensation, funds are used for training assistance, rehabilitation, and illness and injury prevention programs.

Worksite

The physical location where the product is produced or service performed.

Worksite Learning

School sponsored career-learning activities that occur at a worksite and are connected with school-based learning. Activities may include job shadowing, mentorships, structured work experience, cooperative work experience, internships, community service learning, and registered youth apprenticeships. Also referred to as Work-Based Learning.

Workspace

An area on the individual's home page where all of the information gathered from the system by completing activities, assessments and research can be reviewed and used to set goals and create an individual career plan.

Workweek

The number of days or hours normally worked per week. The most common workweek for full-time workers is Monday through Friday from 8 a.m. to 5 p.m.

WUE - Western Undergraduate Exchange, a program offered through Western Interstate Commission for Higher Education.

W3C (World Wide Web Consortium) - An organization developing interoperable specifications, software, and tools for the WWW. See the W3C Website at <http://www.w3.org/>.

Youth Counseling WIA term: Comprehensive guidance dialogue between a customer and a qualified professional. It includes drug and alcohol abuse prevention and

treatment services.

Youth Mentoring

WIA term: Regular contact between customers and trusted, caring adults. The required duration of mentoring is at least 12 months.

Youth Summer Employment Opportunity

WIA term: A summer worksite learning experience which provides direct linkages between academic and occupational learning.

Youth Tutoring

WIA term: Coaching, teaching and guiding customers to increase academic success potential. This includes study skills, dropout prevention strategies and instruction leading to secondary school completion