

# Integrated English Literacy and Civics Education (IELCE) Content Guide

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**COMMONWEALTH OF PENNSYLVANIA  
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## **Introduction**

This guide should be used to ensure that the content in IELCE activity classes meets the definition of instruction in the rights and responsibilities of citizenship and civic participation. Each section contains a list of student performance objectives around which IELCE programs should base the content of their IELCE lessons and instruction. Instruction must integrate this content with English language instruction and literacy activities and should reinforce employability skills. Programs may choose to focus on specific sections or use the entire guide.

## **The Democratic Process (DP)**

DP1. Identify the basic rights of immigrants and United States citizens.

DP2. Define and explain the importance of voting.

DP3. List the requirements for voting in your local community.

DP4. Identify the titles of executive leaders of national, state, and local government.

DP5. Identify the legislative leaders of national, state, and local government.

DP6. Identify various courts of the judicial system.

DP7. Identify ways to contact elected leaders.

DP8. Contact an elected official to express your opinion.

DP9. Participate in a decision-making process in the community.

## **Community Resources (CR)**

CR1. Distinguish between emergency and non-emergency situations and make a list of the corresponding telephone numbers to call for help.

CR2. Determine the appropriate contact for reporting emergencies.

CR3. State the laws regarding safe transportation of themselves and their children in motor vehicles.

CR4. Read common traffic and pedestrian signs.

CR5. Identify or participate in community safety education programs.

CR6. Identify social services available in the community.

CR7. Locate, visit, or use a public library in the community and, if applicable, apply for a library card.

CR8. Identify opportunities for volunteer work in the community.

CR9. Model appropriate language and behavior to use if stopped by law enforcement.

CR10. Identify situations in which they are entitled to interpreter services.

## **The United States School System (SC)**

SC1. Identify how schools are organized in the U.S. school system.

SC2. Identify the ages of children that public schools are required to serve.

SC3. Identify the organization of grades and schools within their local school districts.

SC4. Explain the function of school boards.

SC5. Differentiate between public and private schools.

SC6. Describe the similarities and differences between the United States school system and the school system in their native countries.

SC7. Identify ways in which parents and community members can participate in schools and interact with school personnel.

SC8. Identify additional services available to students in local school districts.

SC9. Identify sources of financial assistance for vocational and/or postsecondary education.

## **Health and Wellness (HW)**

HW1. Explain the difference between public and private health care.

HW2. Locate public health services in the community and/or complete an application.

HW3. Complete a health information form, including family medical history, current medications, and allergies.

HW4. Explain the importance of good nutrition and where to find information about it.

HW5. Explain the importance of physical fitness and locate fitness programs in the community.

HW6. Identify community resources for wellness programs.

HW7. Describe situations needing intervention including domestic violence, child abuse, substance abuse, and mental health issues.

HW8. Identify community resources for crisis services including domestic violence, child abuse, substance abuse, and mental health issues.

## **Housing (HO)**

- HO1. Identify types of housing in their communities.
- HO2. Locate agencies to assist with finding affordable housing.
- HO3. Identify the rights and responsibilities of landlords and tenants.
- HO4. Identify components and list typical features of a rental/lease agreement.
- HO5. Report housing problems to landlords, property associations, or other officials.
- HO6. Contact utility providers for service or to report a problem.
- HO7. Identify resources for resolving housing problems.
- HO8. Identify resources for home ownership information.
- HO9. Check the references of contractors or attorneys and/or report a complaint against them.

## **Employment (EM)**

- EM1. Identify job titles, responsibilities, wages, and places of work.
- EM2. Describe common employee benefits.
- EM3. Identify typical steps in obtaining a job.
- EM4. Complete a job application (paper or online), resume, and cover letter.
- EM5. Identify local employment agencies, training agencies, and resource centers.
- EM6. Locate local job market information using the Internet.
- EM7. Identify typical and illegal job interview questions and how to respond.
- EM8. Describe the function of a labor union.
- EM9. Explain the rights that workers are entitled to and identify ways to report violations.
- EM10. Read and interpret a pay stub.
- EM11. Read safety signs and instructions commonly found at work.
- EM12. Read and write basic work-related messages.
- EM13. Compare and contrast differences in U.S. workplace behavior and communication with workplace behavior and communication in their native country.
- EM14. Describe ways employers may evaluate work performance.
- EM15. Identify opportunities to gain marketable skills and work experience as a volunteer in a work setting.

## **Consumer Economics (CE)**

- CE1. Locate financial service options in the community and describe services offered.
- CE2. Describe the advantages and disadvantages of bank services and check-cashing services.
- CE3. Prepare a household budget.
- CE4. Explain the role of credit in the U.S. economy.
- CE5. Compare credit and debit cards.
- CE6. Define identity theft and describe ways to protect against it.
- CE7. Distinguish between legitimate and fraudulent mail, phone, and email solicitations.
- CE8. Identify common consumer complaints and locate agencies to help resolve them.
- CE9. Identify services provided by notary publics and locate notaries in the community.
- CE10. Describe various types of insurance and how to file a claim.

## **United States History and Geography (HG)**

- HG1. Identify historical and current borders, states, territories, landmarks, and geographical features of the United States and North America.
- HG2. Describe North American pre-revolutionary history and peoples.
- HG3. Create a basic timeline of the history of the United States.
- HG4. Describe the colonization and exploration of the Americas.
- HG5. Describe the political and military history of the United States.
- HG6. Identify significant cultural events and important public figures in American history.
- HG7. Identify American symbols and holidays.