

Business Internship

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Content	Skills	Learning Targets	Assessment	Resources & Technology
<p>CEQ: How do you explore and prepare for a career in the business world? <i>UEQ:</i></p> <p><i>What are my personal skills and abilities?</i> <i>Do you have the skills needed for the type of internship you want?</i> <i>How do you prepare for an internship?</i> <i>What do you hope to learn from the internship?</i></p> <p>Unit 1: Self-awareness & career planning</p>	<p>A. Creating a career plan and path after graduation from high school A1. Develop a plan for senior year</p>	<p>LT1. I can plan my senior year schedule LT2. I can identify my personal qualities LT3. I can analyze my personal skills</p>	<p>A1. Review schedule relate classes taken to internship A2. Make a list of personal qualities using action verbs after taking a personal survey A3. Make a list of skills with action verbs</p>	<p>Google Team Drive</p>

Unit 2: Seeking, applying for, and accepting employment

A2. Identify personal qualities
A3. Analyze personal skills

LT4. I can establish a clear connection between education and work.

A4: Goals and Expectations for Internship

A1. Finding an internship.
A2. Develop good design and content in resume
A3. Develop a good letter of application
A4. Understand the use of application forms online
A5. Creating a professional email
A6. Practice Interview skills

LT1. I can find an internship
LT2. I can create a professional resume
LT3. I can create a letter of application
LT4. I can apply for a job online
LT5. I can create a professional email to communicate in the workplace
LT6. I can interview with confidence

A1. Use online resources and networking to obtain an internship
A2. Make a resume
A3. Write a letter of application
A4. Fill out sample online application forms
A5. Send a professional email to teacher
A6. Mock interviews before actual internship interview

Unit 3: Workplace Expectations

Employee rights and responsibilities
Employer responsibilities
Communication on the job
Succeeding in the workplace
Meeting employer expectations
Problem solving and critical thinking
Work ethics and behavior

A1. Understand employee responsibilities with hands on experience
A2. Meeting employer expectation

LT1. I can gain hands-on experience at a local business to build upon skills learned in the classroom.
LT2. I can develop an understanding of the workplace under the guidance of an adult mentor.

A1. Hours logged weekly
A2. Internship site review each trimester
A3. Work Ethics Cases/ Assignments & role play
A4. Accomplishments at Internship

Unit 4: Interpersonal relationship, Teamwork and conflict resolution

A3. Develop problem solving and critical thinking

LT3. I can understand the importance of being ethical on the job and use problem solving and critical thinking skills

- 1. Develop interpersonal relationships
- 2. Teamwork is key to success on the job
- 3. Manage conflict resolution

LT1. I can develop workplace interpersonal relationships and learn about workplace realities.

LT2. I can work successfully on a team

LT3. I can manage conflict resolution

- A1. Site observations
- A2. Site observations
- A3. Supervisor evaluations
- A4. Communication Challenges Assessment
- A5. Thank You letter to employer
- A6. Reflection on Internship

Unit 5: Preparing for a career in business.

- 1. Establish professional contacts
- 2. Develop technical skills on the job
- 3. Research education path for career of choice

LT1. I can establish professional contacts for future employment and mentoring.

LT2. I can learn technical skills that will be invaluable for future jobs.

LT3. I can understand what education opportunities are available that will lead to a career in chosen career pathway.

- A1. Set up LinkedIn Acct.
- A2. Add skills learned to resume
- A3. Final Evaluation

POLICIES AND PROCEDURES FOR BUSINESS INTERNSHIP

- 1. A training agreement must be signed by the student, parent, school representative and employer and kept on file.
- 2. A job description is prepared, outlining job duties and student learning competencies and is agreed to by all parties.
- 3. Student “time on the job” should be a minimum of 5 hours a week. Students should work at least 4 days during release time.
- 4. Students are released from class after 4th period each day to go to the internship site.

Monthly Class Sessions:

There will be mandatory class sessions once per month. No early release is allowed on these dates. Reminders will be sent to you the week before each class via Google Classroom. If you are absent on any of these dates, you must make up both the time and activities during 5th hour the following day.

2020-2021 monthly class sessions:

- Tuesday, October 10
- Tuesday, November 7
- Tuesday, December 5
- Tuesday, January 9
- Tuesday, February 6
- Tuesday, March 6
- Tuesday April 3
- Tuesday May 8

Monthly Meetings:

Once each month, starting in October, set up an individual meeting with me during SNAP OR BEFORE SCHOOL. This meeting will last approximately 5-10 minutes. These are required meetings each month. In these meetings we will talk about your goals, progress on the job, teamwork, and any concerns you have.

Class Credit:

Students will be required to work a **minimum** of 5 hours per week (may NOT include weekends). At least 65 total hours per trimester will be required in order to earn one credit per semester. Students must also complete all classroom assignments and attend all required meetings and class sessions.

Grades:

Students must maintain passing grades in all classes in order to remain in the work experience program. Midterm or end-of-trimester failing grades will result in the temporary or permanent loss of work release privileges. Students will be required to stay in school during 5th period until work is made up. Chronic failing grades will result in removal from the program.

Evaluation:

Employers will complete end of trimester evaluations of your performance on the job. Students will also complete a self-evaluation at the end of each trimester. Students will then meet with internship teacher to discuss these evaluations. I will also be checking in with your employer throughout the trimester to check on your attendance and work performance.

Procedures for locating jobs for students:

Internship coordinator meet with students the last month of school before the internship begins. Explain the program requirements.

Resume submitted to coordinator before the end of the school year

Students must come into the program with a job but this is probably not the job they will do for the internship. This summer employment will give students experience on the job to help them find an appropriate internship.

During the summer the coordinator will line up interviews in the business field for students.

Students may start their internship site in the summer if a position comes available.

Students should be looking for internship sites as well during the summer.

The sites must be cleared with the coordinator before they interview

Forms and documents for Business Internship:

The forms and documents for Business Internship are located on the Google Team Drive in the Business Internship folder.