

# STRANDS AND STANDARDS

## CTE INTERNSHIP



### Course Description

CTE Internships provide on the job training opportunities that are related directly to coursework, a career goal, and course of study identified through the College and Career Readiness plan. This Work-Based Learning experience is considered a completer level pathway course and is designed to bridge the gap between school and career. Appropriate supervision by a school/district coordinator must be maintained.

<b>Intended Grade Level</b>	11-12
Units of Credit	0.5
Core Code	41.00.00.00.50
Concurrent Enrollment Core Code	41.00.00.13.50
Prerequisite	1-2 Related CTE Courses
Skill Certification Test Number	N/A
Test Weight	N/A
<b>License Area of Concentration</b>	CTE and/or Secondary Education 6-12
<b>Required Endorsement(s)</b>	
Endorsement 1	N/A
Endorsement 2	N/A
Endorsement 3	N/A

## STRAND 1

**Internship Participation-student will participate in a high-quality internship.**

### Standard 1

Students will participate in a paid or unpaid internship where the student is mentored by an employer for approximately 40 hours on site during one course to learn about a particular industry or occupation.

### Standard 2

Students will display growth in the learning intentions developed by an LEA and employer to guide student learning.

## STRAND 2

**Alignment with CCR and CTE Pathway Coursework**

### Standard 1

Students will participate in an internship that aligns with a student's career goals, career pathway, and the Plan for College and Career Readiness (CCR).

### Standard 2

Students will participate in an internship where they apply past or ongoing coursework, connecting classroom learning to real-world experience.

## STRAND 3

**Safety Practices and Guidelines**

### Standard 1

Students will adhere to LEA (Local Education Agency) Workers Comp guidelines.

### Standard 2

Students will adhere to all employer and LEA safety policies and procedures.

### Standard 3

Students will participate in an internship that has been approved by LEA Work-Based Learning professional through a site safety agreement.

## STRAND 4

**Workplace Readiness**

### Standard 1

Students will have professional contact information and be able to communicate effectively and professionally with an employer.

### Standard 2

Students will receive approval through an (LEA) Work-Based Learning approved verification process prior to the start of the internship. This verification process can include referral to verify student's consistency and skill readiness, interview process, application process, etc.

### Standard 3

Students will demonstrate workplace readiness during the internship by:

- Completing all mandatory internship documentation & requirements
- Arriving on time and properly notifying employer when late or absent
- Completing a timecard
- Dressing appropriately for the internship site
- Follow directions and complete employer assigned work.

## STRAND 5

### Internship Reflection

#### Standard 1

Students will complete a career related digital portfolio which reflects on the student's overall accomplishments and CTE internship experience that adheres to the State Digital Portfolio Rubric.

- **Profile** - Students will create a career related digital profile that identifies a student's internship selection and the content appeals to future employers.
- **Headshot/Cover Photo** - Students will include a professional headshot and cover photo that appeals to future employers.
- **Headline** - Students will create a headline that describes their career goals and/or internship selection.
- **About/Summary** - Students will include a summary which describes the student's career interests & experiences.
- **Experience** - Students will include current and previous work-related experiences, including the internship experience.
- **Education** - Students will include School, Dates Attended, Field of Study (pathway) or Focus, and Activities and Societies. GPA (optional)
- **Career Knowledge, Skills, & Abilities** - Students will include educational examples/artifacts that show progression and personal growth relating to their career goals. Examples/artifacts may include License & Certifications, Volunteer Experience (e.g. religious & community), Honors & Awards.
- **Recommendations, Skills & Endorsements** - Students will include a professional recommendation and/or endorsement which aligns with the student's internship experience.
- **Content** - Students will reflect on their internship through journaling/posting.
- **Student Survey of Employer/Internship**
- **Employer Survey/Exit Interview of Student Intern and Internship Program**

## STRAND 6

### Future Career Planning & Transitioning

#### Standard 1

Students can demonstrate the ability to analyze relevant employment trends using a job search website or board.