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| Internship & Career Explorations | | |
| Description  The internship and career explorations program provides students with a unique opportunity to participate in an in-depth career exploration internship experience. Its purpose is to allow students with a specific career interest to spend concentrated time in their chosen field. The course will explore many different career fields as well as provide an opportunity for students to learn about their individual personalities, interest and strengths. Students will have the opportunity to observe, apply their own skills and knowledge to complete work assignments, as well as learn the behaviors and expectations which are required with in their chosen field. Students participate in internships and/or job shadowing during release time from school and after school. | | |
| Course Overview | | |
| Course Goals  Students will   * Complete a resume. * Choose an appropriate outfit to wear on an interview. * Speak so others can understand in the work place setting. * Listen actively to others in conversations. * Cooperate with others in the workplace * Advocate and influence in the workplace. * Take responsibility for their actions in the workplace setting. * Conduct themselves in a professional manner during an interview. * Use information and communication technology in the work place. * Reflect and evaluate decisions made in the workplace. | Essential Questions   * What is important to me when choosing a life path? * What are my options when choosing a career? | Assessments  Common Assessments   * Internship Final Evaluation * Resume Evaluation * Final Reflection/Presentation   Skill Assessments   * Internship Final Evaluation * Resume Evaluation * Final Reflection/Presentation |
| Content Outline   1. [Unit 1](#UnitI) 2. [Unit 2](#UnitII) | Standards  National Business Educators Association  [State of Connecticut Curriculum Frameworks](http://www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=320866) | |

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| Unit 1 - Career Explorations & Preparing for the World of Work | | |
| Standards  21st Century Skills, foundation skills, and workplace competencies.   * Demonstrate understanding of rational economic decision making by explaining the advantages and disadvantages of alternatives in a given situation. * Apply the decision making process to business applications and analyze possible outcomes of a decision.   Connecticut Career and Technical Education   * Career Readiness: Assess and identify character traits, career interests and aptitudes in developing a career plan relative to labor trends of the global economy.   + Evaluate/research occupational interests.   + Describe attitudes and ethics important to career success.   + Determine personal strengths, talents, values and interests to appropriate jobs and careers to maximize career potential.   + Identify the various research tools available in the career exploration process (e.g., computer-assisted programs, newspapers, books, industry tours, job shadows, career fairs and the Internet).   + Evaluate postsecondary training opportunities related to career interests, including certification, licensing, apprenticeships, college, military options and employer-sponsored training sessions. * Career Acquisition: Identify skills, aptitudes and ethics required for employment acquisition in a competitive global marketplace.   + Describe and participate in various work-based learning opportunities (e.g., mentoring, cooperative work, job shadows, apprenticeships and internships.) * Technology and Information: Demonstrate technological knowledge and skills required for future careers. | | |
| Unit Objectives  Students will   * Speak so others can understand * Listen actively * Corporate with others * Advocate and influence * Learn through research * Use information and communication technology | Focus Questions   * What is my reason for speaking? * What do I want others to hear? * What is my goal for listening? * Am I courteous and friendly and accept others contributions? * Can I clearly state personal ideas and opinions? * What education level is needed for my career choice? * What is the best technical tool to use when communicating? | Assessment   * Projects * Cover letter/ Resume * Daily Assignments |
| Skill Objectives  Students will   * Examine the various career opportunities in the workplace. * Be able to work as a productive member of a team or group. * Relate the significance of good work ethic in business. * Prepare for entry into the workplace. | | |
| Suggested Materials/Resources   * Junior Achievement Program * Internet based activities |  | |

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| Unit 2 – Internship Experience | | |
| Standards  21st Century Skills, foundation skills, and workplace competencies.   * Demonstrate understanding of rational economic decision making by explaining the advantages and disadvantages of alternatives in a given situation.   Connecticut Career and Technical Education   * Career Acquisition: Identify skills, aptitudes and ethics required for employment acquisition in a competitive global marketplace.   + Describe and participate in various work-based learning opportunities (e.g., mentoring, cooperative work, job shadows, apprenticeships and internships.).   + Describe and demonstrate employability skills including job search, job selection, interviewing, and presentation. * Integrated Learning and Life Skills: Demonstrate how academic knowledge and skills are applied to the workplace, personal life and life-long learning. | | |
| Unit Objectives  Students will   * Resolve conflict and negotiate * Reflect and evaluate * Take responsibility for learning | Focus Question   * Is there a conflict that exists? * What are the areas of agreement and disagreement? * What are the ways to resolve a conflict? * What could be a win-win situation? * How do I work with others involved in the conflict to determine a plan to move forward? * What do I know now and what do I want to know in the future? | Assessments   * Internship Reflections * Weekly timesheets * Employer Evaluations |
| Skill Objectives  Students will   * Apply new skills and understanding to real-work situation * Analyze the various functions of their chosen internship. * Explore career opportunities within their chosen field. * Identify and use leadership skills in a variety of individual and group work situations. | | |
| Suggested Materials/Resources   * Junior Achievement Program * Internet based Activities   . | | |