

Career Internship

Workplace Skills Class

(Workplace Skills Class held once a week in conjunction with the career internship)

Updated May 2014

Month	Standards (include state core numbers)	Indicators	Assessment
August-September	<p>Core Standards 32.0199-01 and 32.0199-02 Introduction to Internships and Requirements of Critical Work Skills Class; Child Labor Laws and Labor Laws ; How to Get a Job; How to Fill out a Job Application; How to Fill out an Electronic Job Application; How to write a Resume and Cover Letter</p>	<p>Students will understand labor laws that pertain to the worker; Students will write a resume and cover letter and fill out a job application form.</p>	<p>Job Application (25 pts) ; Electronic Job Application (25pts) ; Resume Prewrite; (25 pts.)Resume; (100 pts) Cover Letter (60 pts)</p>
October	<p>Core Standards 32-0199-03 and 32.0199-01 How to Prepare for a Job Interview Personality Color Code Top 12 Qualities an Employer Wants in an Employee</p>	<p>Students will learn how to successfully interview for a job; Students will learn what skills are necessary to be successful in the workplace; Hard and soft skills will be defined and discussed. Students will learn about the True Values personality color code and assess their own strengths using the color code as a guideline.</p>	<p>Time Sheet #1 (85 pts) ; Job Interview Questions (25 pts); Quiz on Job Interview Article (25 pts) ; Time Sheet #2 (85 pts) Employer Evaluation (50 pts) Skills List (50 pts)</p>
November	<p>Core Standard 32.019904 Problem Solving and Teamwork Skills in the Work Place; Listening Skills, Passive, Aggressive, Assertive Communication</p>	<p>Students will learn the importance of having a good attitude at the work place. Students will learn about teamwork skills, and problem solving skills. Students will learn to communicate assertively rather than passively or aggressively; students will</p>	<p>Business Letter (60 pts) ; Listening assignment (25 pts) Assertive Communication Read and Respond (30 pts)</p>

		learn listening skills.	
December	<p>Core Standards 32-0199-04 and 32.0199-05</p> <p>Oral and written reports summarizing student internship experience.</p>	Students will give an oral presentation to the class summarizing the internship experience; Students will write a written report which also summarizes the internship experience.	Time Sheet #2 for second term (85 pts) Oral Report (100 pts); Visual Aid (50 pts); Written Report (100 pts)
January	<p>Core Standards: 32.0199-05 and 32.0199-03</p> <p>Making Wise Career Choices and Funding College /Schooling; Ethics on the Job</p> <p>End of First Semester</p>	Students will learn about current job options and options for funding college or post-secondary schooling; students will discuss ethics on the job.	Time Sheet #2 (85 pts) ; Employer Evaluation (50 pts) Job Skills Log (25 pts)
February	<p>Core Standards 32.0199-01 and 32.0199-02</p> <p>Introduction to Internships and Requirements of Critical Work Skills Class; Child Labor Laws and Labor Laws ; How to Get a Job; How to Fill out a Job Application; How to Fill out an Electronic Job Application; How to write a Resume and Cover Letter</p>	Students will understand labor laws that pertain to the worker; Students will write a resume and cover letter and fill out a job application form.	Job Application (25 pts) ; Electronic Job Application (25pts) ; Resume Prewrite; (25 pts.)Resume; (100 pts) Cover Letter (60 pts)
March	<p>Core Standards 32-0199-03 and 32.0199-01</p> <p>How to Prepare for a Job Interview Personality Color Code Top 12 Qualities an Employer Wants in an Employee</p>	Students will learn how to successfully interview for a job; Students will learn what skills are necessary to be successful in the workplace; Hard and soft skills will be defined and discussed. Students will learn about the True Values personality color code and assess their own strengths using the color code as a guideline.	Time Sheet #1 (85 pts) ; Job Interview Questions (25 pts); Quiz on Job Interview Article (25 pts) ; Time Sheet #2 (85 pts) Employer Evaluation (50 pts) Skills List (35 pts)
April	<p>Core Standard 32.019904</p> <p>Problem Solving and Teamwork Skills in the Work Place; Listening</p>	Students will learn the importance of having a good attitude at the work place. Students will learn	Business Letter (60 pts) ; Listening assignment (25 pts) Assertive

	Skills, Passive, Aggressive, Assertive Communication	about teamwork skills, and problem solving skills. Students will learn to communicate assertively rather than passively or aggressively; students will learn listening skills.	Communication Read and Respond (30 pts)
May-June	<p>Core Standards 32-0199-04 and 32.0199-05 Oral and written reports summarizing student internship experience.</p> <p>Core Standards: 32.0199-05 and 32.0199-03 Making Wise Career Choices and Funding College /Schooling; Ethics on the Job</p> <p>End of Semester</p>	<p>Students will give an oral presentation to the class summarizing the internship experience; Students will write a written report which also summarizes the internship experience.</p> <p>Students will learn about current job options and options for funding college or post-secondary schooling; students will discuss ethics on the job.</p>	<p>Time Sheet #2 for second term (85 pts) Oral Report (100 pts); Visual Aid (50 pts); Written Report (100 pts)</p>