Alabama CTE

Education & Training Internship (2023)

Foundational Standards	1	Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces. F.1
	2	Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork. F.2
	3	Explore the range of careers available in the field and investigate their educational requirements and demonstrate job-seeking skills including resume-writing and interviewing. F.3
	4	Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway. F.4
	5	Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork. F.5
Instructional Practice	1	Create classroom expectations and procedures, based on observations, for the beginning and ending of the school year. Examples: classroom set-up, transition procedures, assignment submission, bulletin boards, end-of-year checklists, student documentation files 1
	2	Develop a collaborative relationship with a cooperating professional. 2
	3	Provide small group or individual instruction. 3
	4	Design and teach developmentally appropriate units of instruction. 4
	5	Create a classroom management plan which incorporates a variety of procedures, based on observations. Examples: classroom rewards system, classroom call-outs, preventive measures, redirection, positive and negative consequences 5
	6	Research and report on the impact of the learning environment on all learners. 6
Professional Practice	7	Utilize professional presentation skills. Examples: preparation, poise, self-confidence, initiative, enthusiasm 7

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8 **Demonstrate positive, professional interactions with community stakeholders and members of the learning community, including students, teachers, administrators, and paraprofessionals.** 8

9 **Identify and describe strategies for establishing positive, responsive relationships with children's families.** 9

10 **Develop communication tools for interaction with learners' families. Examples: parent/guardian newsletter, emails, script for telephone calls, flyers** 10

11 **Complete training approved by the Alabama Department of Human Resources for prevention of child abuse and neglect, including reporting procedures and prevention strategies.** 11

12 **Compile a comprehensive portfolio based on internship experiences, including documentation of completed internship hours. Examples: philosophy of education, unit plans, instructional resources, reflections, work samples, training certificates** 12