Arkansas CTE

Internship: Grades 11, 12

Adopted 2004

Introduction to the Internship Program

1.1 Define terms related to the Internship program

1. Match terms to correct definitions 1.1.1

1.2 Discuss rules and regulations for the Internship program

1. Explain the consequences of non-compliance with rules and regulations of the program 1.2.1
2. Comply with rules and regulations of the program 1.2.2

1.3 Explain the components of the Internship contract

1. Explain the consequences of not fulfilling one's obligations to contract terms 1.3.1

1.4 Identify forms used in the Internship program

1. Use appropriate technology to accurately complete forms used in the Internship program 1.4.1

1.5 State the objectives of a career portfolio

1. Describe the purpose and benefits of developing a career portfolio 1.5.1
2. Create a career portfolio including: resume, cover letter, writing samples, performance evaluation, competency checklist, educational plan, etc. 1.5.2

1.6 Discuss practices and policies that promote health and safety in the training station

1. Identify practices and policies that promote health and safety in the training station 1.6.1
2. Describe appropriate responses to emergency situations 1.6.2

Succeeding on the Job

2.1 Define terms related to succeeding on the job

1. Match terms with correct definitions 2.1.1

2.2 Discuss employer expectations

1. Develop a list of employer expectations from personal training station 2.2.1
2. Write a narrative describing benefits to employers and employees when employer expectations are met 2.2.2

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3. Meet employer expectations 2.2.3

2.3 Identify rules and regulations at the training station

1. Develop a list of rules and regulations from personal training station 2.3.1
2. Discuss the benefits of complying with rules and regulations at the training station 2.3.2
3. Write a narrative describing benefits to the worker and benefits to the training station when rules and regulations are observed 2.3.3
4. Follow rules and regulations at personal training station 2.3.4

2.4 Identify appropriate appearance

1. Analyze employee's compliance with the company's dress and appearance standards 2.4.1
2. Dress appropriately at the training station 2.4.2

2.5 Discuss desirable personal qualities of an effective employee

1. View, analyze, discuss, and write a critique of situations regarding effective employee traits 2.5.1
2. Compare and contrast appropriate and inappropriate work attitudes 2.5.2
3. Demonstrate admirable employee traits 2.5.3

Interpersonal Skills

3.1 Define terms related to interpersonal skills

1. Match terms with correct definitions 3.1.1

3.2 Identify interpersonal skills needed at the training station

1. Brainstorm a list of interpersonal skills needed at the training station 3.2.1
2. Discuss appropriate response to praise and criticism 3.2.2
3. Analyze and describe appropriate responses to anger 3.2.3
4. Demonstrate appropriate interpersonal skills at the training station 3.2.4

3.3 Discuss the importance of self-management to success at the training station

1. Compose an individualized definition of self-management 3.3.1
2. Brainstorm examples of self-management 3.3.2
3. Demonstrate qualities of self-management 3.3.3

3.4 Discuss all forms of discrimination at the training station

1. Identify examples of sexual, racial, age and religious discrimination along with discrimination against handicapped individuals and discuss response(s) and process(s) for solution(s) 3.4.1

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Discuss the process of conflict resolution

1. Identify the conflict(s) and possible solution(s) to a problem scenario 3.5.1

3.6 Describe the value of diversity at the training station

1. Identify an example of diversity at the training station and explain how it benefits the employee and employer 3.6.1

3.7 Discuss characteristics of an effective team and effective team member

1. Demonstrate effective skills as a team member 3.7.1

Managing Resources

4.1 Define terms related to managing resources

1. Match terms with correct definitions 4.1.1

4.2 Discuss importance of time-management to success at the training station

1. Analyze a specified period as to effective and ineffective time allocation 4.2.1
2. Demonstrate the ability to manage time in class and at the training station 4.2.2

4.3 Discuss importance of financial management to success at the training station

1. Compare and discuss withholding from paychecks 4.3.1
2. Develop a budget based on current income/expenses 4.3.2
3. Reconcile a checking account 4.3.3
4. Prepare an Income Tax Return 4.3.4
5. Identify types of insurance 4.3.5
6. Describe how a credit history is developed and how this history can affect future personal and career success 4.3.6

Planning for your Career/Education Future

5.1 Define terms related to planning for your future

1. Match terms with correct definitions 5.1.1

5.2 Discuss the component(s) of a career/educational plan

1. Revise and update personal career/educational plan to include information up to four years past high school graduation 5.2.1
2. Update personal résumé 5.2.2

5.3 Discuss employability skills

1. Use technology to locate job leads for an appropriate career pathway 5.3.1
2. Complete an online job 5.3.2
3. Develop job-interviewing skills 5.3.3
4. Submit a plan for terminating employment 5.3.4
5. Successfully terminate from training station 5.3.5