



## Syllabus: Career Internship

### Course Overview:

GET PAID, RECEIVE CREDIT AND GAIN EXPERIENCE. Couples classroom learning with valuable, on-the-job work experience in a field related to the student's career interest. Build decision making and leadership skills while applying classroom knowledge in a real and career specific setting. Previous internship placements have included: Engineering, Construction, Culinary Arts, Medical, Dentistry, Information Technology, Accounting, Finance, Marketing, Interior Design, Journalism, and Criminal Justice/Law Enforcement to name just a few. A great resume enhancer and conversion piece during your next job interview and/or scholarship application. At the time of course completion and on the job hours, students may be eligible to be awarded a State Certified Employability Skills Certificate or other Skills Certificate.

<b>Department:</b> Career & Technical Education	<b>Required Materials:</b> Notebook, folder, writing utensil
<b>Course Number:</b> CTE 9040	<b>Instructor:</b> Mr. Graham
<b>Credits Earned/Length of Course:</b> Up to 2 credits / 1 year	<b>Office Hours:</b> Mondays 11:45-12:15
<b>Prerequisites:</b> Junior or Senior Status	<b>Instructor Contact Info:</b> Email: dgraham@madison.k12.wi.us

### Course Standards:

- [Common Core State Standards for Literacy in All Subjects](#)
- [Common Core State Standards for Mathematics -- Standards for Mathematical Practice](#)
- [Wisconsin Common Career Technical Core Standards](#)
- [Wisconsin Model Academic Standards for Personal Financial Literacy](#)
- [Wisconsin Standards for Business & Information Technology](#)
- [Wisconsin Standards for Family & Consumer Science](#)

### Course Assessment(s):

- Reflection journal
- Youth Leadership Skill Certificate and/or Employability Skill Certificate
- Smart Goal
- Student Presentations



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Recognition Banquet Preparation

Summative Portfolio

## Course Outline (including Unit(s) of Time and Essential Questions):

### Leadership - 2 weeks

#### 1.1 Leadership

- Why is it important to assess my strengths and weaknesses in the classroom and in the workforce?
- How do I determine my skill set when leading and working with others?
- How do I exhibit creativity and innovation in the workplace?
- How do I demonstrate reflection?

#### 1.2 Goal Setting

- How does writing a SMART goal help me identify my academic, and personal goals?
- How does setting goals help me reach my advancement toward high school graduation requirements, admissions requirements, and GPA goals?
- How does setting academic goals help me prepare to be successful on the work-force?
- Why is it important to identify my values, talents, strengths, and interests in high school when considering a career?
- What action steps and timeframes will I use to achieve goals?
- How do I assess and monitor progress toward achieving goals?

#### 1.3 Motivation (Self/Others)

- How do you determine the appropriate method for communicating to a target audience?
- What is appropriate and inappropriate use of social media?
- What are the most effective social media outlets for business professionals?
- How can social media add or take away from work productivity?

### Information, Media and Technology - 2 weeks

#### 2.2 Social Media

- How do you determine the appropriate method for communicating to a target audience?
- What is appropriate and inappropriate use of social media?
- What are the most effective social media outlets for business professionals?
- How can social media add or take away from work productivity?

#### 2.2 Pulse on Industry

- What industry information do you need to make decisions?



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- What resources are available to gather this information?

### Communication - 3 weeks

#### 3.1 Event Planning / Fundraising / Community Service

- What skills are necessary to build consensus in group decision making?
- How do I determine the resources necessary to plan an event?
- What are the positive qualities necessary when working with others?
- How do positive qualities like enthusiasm, creativity, mission, and focus change when working with others?
- How do you plan and facilitate an event?
- How does the ability to adapt to unexpected changes affect meeting deadlines?
- What cultural factors may influence event plans?
- How are you an active participant in a group meeting?

#### 3.2 Dining Etiquette

- What are the expectations of a formalized dining experience?
- How do I set a table?
- How do I eat properly while in a formal dining environment?
- How can I promote a positive atmosphere while dining?

#### 3.3 Neurolinguistics

- What are the relationships between verbal and nonverbal communication?
- How does respect and appreciation for individual and cultural differences affect communication in a group?

#### 3.4 Networking

- What are the benefits of networking?
- What's the difference between a personal and professional network?
- What are the steps/strategies necessary to build a professional network?

### Environment, Health & Safety - 4 weeks

#### 4.1 Legal Considerations

- What is workplace discrimination?
- What is workplace harassment?
- What safety protocol must be present in the workplace?
- What are the workplace systems that protect personal/environmental health and safety?

#### 4.2 Workplace Training Agreements

- How do my beliefs of what's right and what's wrong affect my coworkers?
- What are the procedures for reporting harassment and abuse in the workplace?

#### 4.4 Conflict Resolutions



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- How do I formulate "I" statements?
- How does nonverbal communication affect the conflict resolution process?
- How can I be more assertive?

### Career Development - 9 weeks

#### 5.1 Time Management

- Why is managing your time important in maintaining successful school, personal and career readiness?

#### 5.2 Self-Assessment

- What tools are available to self assess values, talents, strengths, and interests?
- How does self-assessment impact career awareness and career planning?

#### 5.3 Job Search Process

- What are various ways of finding employment opportunities?
- How do national and local employment trends affect my ability to gain employment in a career field?
- How do my goals in education and training support a career in area of interest?
- What professional networks can you lean on in the job search process?
- What are the benefits of joining professional organizations in various career pathways?
- How do I access and contact a professional organization?
- What steps are included in the job search process?

#### 5.4 Professional Preparation

- What are ways you can professionally represent yourself to potential employers?
- What is the appropriate format and content for a thank-you letter?
- What pre-employment credentials do you need to obtain or advance in various career pathways?
- How do you request a letter of recommendation from an employer or mentor?
- What are the expectations of professionally informing a business/mentor about post-internship plans?

#### 5.5 Banking/Paycheck

- What are different ways I can manage my paycheck to reach current and future financial goals?
- How are lifestyle and income related?
- What are the benefits of the different types of financial services?
- How do taxes and withholdings affect my paycheck?
- How does the makeup of compensation/benefits vary from job to job?

#### 5.6 College Readiness

- How can advancing my education impact my career opportunities?



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- How can my potential future earnings/debt impact my college choice?
- How can being involved in your community benefit future employment opportunities?
- What resources are available to help fund college?
- What are the benefits of post-secondary internships?
- How do I investigate and prepare for admission requirements?

### 5.7 Career Readiness / Feedback

- How can being a lifelong learner impact advancement opportunities?
- How do I evaluate my past and current experiences to change my career goals?
- How does what I'm learning in my academic classes help me on the job?
- How does what I'm learning on-the-job prepare for advancement opportunities?

### 5.8 Entrepreneurial Skills

- What opportunities are there in the entrepreneurial field?

### 21st Century Skills - Ongoing

#### 6.1 Career Development / 21st Century Skills

- How do the skills and knowledge I am learning in this class get applied within a job setting?
- How can I work with a team to develop an answer to a question or solution to problem?
- How I apply the skills that my future employers will value?

### Reflection - Ongoing

- What goals did you achieve as result of WBL experience?
- What skills did you learn as a result of WBL experience?

### Integrated Classroom Project - Ongoing

### Texts, Technology, and Resources: (Provide links and further descriptions, where appropriate)

WBL Journal

CTSO Curriculum

Linchpin

Foolproof

College Success

LinkedIn

Twitter

Guest Presenters

Business Mentors



## Syllabus: Career Internship

Employee Handbook  
DILHR  
OSHA  
Department of Workforce Development  
On Being 18  
Junior Achievement  
Strengths Finder  
Self-Assessment Checklist  
In Business Conference  
Job Boards  
Career Fairs  
Anatomy of a Paycheck  
H&R Block  
Career Cruising  
Scholarship Applications  
FASFA  
Employability Skills Standards  
Employer Performance Review  
ePortfolio