

## Career & Employment Opportunities (C.E.O.) - Internship UbD

<b>Curriculum/Content Area:</b> Experiential Learning	<b>Course Length:</b> 1 block course that meets weekly each term - seminar approach  0.5 credit per term (for course and for working)  *Can be taken multiple times; not weighted
<b>Course Title:</b> Career & Employment Opportunities (C.E.O.) - Internship	<b>Date last reviewed:</b> May 4, 2016
<b>Prerequisites:</b> Junior or Senior  By application.	<b>Board approval date:</b> June 21, 2016

### Desired Results

#### Course Description and Purpose

Learn career and life skills while you earn! Students can engage in this personalized learning, seminar course to further support the development of professional knowledge and skills which can then be applied to a real world work experience. The course affords meaningful learning through two avenues:

- 1) Independent Study/Personal Reflection: choosing from and then researching various career-based learning topics to a) explore self, academic learning, work, and life connections and b) gain deeper insight into and knowledge of relevant employment matters in order to further develop pivotal life skills; and,
- 2) Guest Instructors: learning directly from business and industry guest instructors' expertise as they present on various topics during a once a month seminar (e.g., professionalism, entrepreneurship, etc.).

The course will also afford each student with opportunities to utilize technology to capture and demonstrate his/her personal growth that has occurred throughout the experience.

**\*NOTES:** **1)** The course meets weekly for one block during each term; **2)** Students are required to attend seminars with guest instructors. These are held once per month [September, October, November, February, March, and April (dates/times to be announced)]; **3)** The student **a)** will seek out his/her employment, **b)** must be employed prior to the start of the term, and **c)** must work a minimum of 20 hours per week.

<b>Enduring Understandings (EUs):</b> <ul style="list-style-type: none"> <li>● There is an intricate relationship between personal interests/passions, knowledge, skills, behaviors, dispositions, and education/training in order to become career ready and ultimately lead a happy, rewarding and fulfilling life.</li> <li>● Communication, critical thinking, collaboration, and creativity (4 C's), along with other human relation skills, are skills that can be</li> </ul>	<b>Essential Questions (EQs):</b> <ul style="list-style-type: none"> <li>● In light of my work and learning experiences (tied to this course), why is / isn't this a career field for me?</li> <li>● What are my 4 C's and human relation skill strengths and opportunities for improvement?</li> <li>● Which is the greater value-add: an individual's technical skills or the individual's employability skills? Why?</li> <li>● Why should individuals / businesses act ethically and with integrity?</li> </ul>
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<p>purposefully grown/developed.</p> <ul style="list-style-type: none"> <li>● People are always communicating.</li> <li>● Ethical behavior and legal issues/decisions have an impact on the economy, workplace environment, and affect customers and stakeholders.</li> <li>● Businesses / industries evolve.</li> <li>● There are different ways a business can connect to / reach their customer and there are benefits and challenges to keeping a customer satisfied.</li> <li>● Possessing a repertoire of problem-solving techniques / approaches and applying them systematically to make decisions can increase positive outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>● Is it imperative for a business to change / evolve? Why/why not?</li> <li>● Why and when should a business cut its loss / part ways with a customer?</li> <li>● Why is/isn't there an optimal strategy to employ in order to keep a customer satisfied?</li> <li>● What is a business really selling?</li> <li>● Why is/isn't there an optimal approach/strategy to resolve/manage a conflict?</li> </ul>
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<p><b>Standards:</b></p> <p><b>PRIMARY - -</b></p> <p><b>*National Association of State Directors of Career Technical Education Consortium</b></p> <p><b>Career Clusters - Essential Knowledge and Skill Statements (competencies aligned to 4 "C"s)</b></p> <ul style="list-style-type: none"> <li>● <b>Essential Topic ESS01. Academic Foundations:</b> <ul style="list-style-type: none"> <li>○ Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</li> </ul> </li> <li>● <b>Essential Topic ESS02. Communication:</b> <ul style="list-style-type: none"> <li>○ Use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information</li> </ul> </li> <li>● <b>Essential Topic ESS03. Problem-Solving and Critical Thinking:</b> <ul style="list-style-type: none"> <li>○ Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.</li> </ul> </li> <li>● <b>Essential Topic ESS04. Information Technology Applications:</b> <ul style="list-style-type: none"> <li>○ Use information technology tools specific to the career cluster to access, manage, integrate, and create information.</li> </ul> </li> <li>● <b>Essential Topic ESS05. Systems:</b> <ul style="list-style-type: none"> <li>○ Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.</li> </ul> </li> <li>● <b>Essential Topic ESS06. Safety, Health, and Environmental:</b> <ul style="list-style-type: none"> <li>○ Understand the importance of health, safety, and environmental management systems in</li> </ul> </li> </ul>
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organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.

- **Essential Topic ESS07. Leadership and Teamwork:**
  - Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.
- **Essential Topic ESS08. Ethics and Legal Responsibilities:**
  - Know and understand the importance of business ethics and legal responsibilities.
- **Essential Topic ESS09. Employability and Career Development:**
  - Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.
- **Essential Topic ESS10. Technical Skills:**
  - Use of technical knowledge and skills required to pursue careers in entire career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.

\*4 C's - Grades 11-12: [Collaboration](#); [Creativity](#); [Critical Thinking](#); [Communication](#)

**Also Addressed:**

- [Wisconsin Common Career Technical Standards \(WCCTS\)](#)
  - 4 C's
  - CD: Career Development
  - EHS: Environment, Health, and Safety
  - GCA: Global and Cultural Awareness
  - IMT: Information, Media, and Technology Skills
  - LE: Leadership
- [WI Academic Standards for Marketing, Management, and Entrepreneurship](#)

**Assessment**

<p><b>Performance:</b></p> <ol style="list-style-type: none"> <li>1. Career e-portfolio capturing essential/key learnings from independent study/research, other learning artifacts, and self-reflection regarding growth / opportunities for improvement tied to critical thinking, collaboration, communication, and creativity</li> <li>2. Summative / Capstone Project</li> </ol>	<p><b>Other Assessments:</b></p> <ol style="list-style-type: none"> <li>1. Bi-weekly completion and submission of CEO/Internship self-reflection and reporting form (to capture hours worked, etc.)</li> <li>2. WI Employability Skills Rubric/Assessment</li> </ol>
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Topics for independent research and study that individual students can select from include, but are not limited

to, the following:

<ul style="list-style-type: none"> <li>• Critical thinking and problem-solving - research and design</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict management / professional relationships</li> </ul>
<ul style="list-style-type: none"> <li>• Collaboration and teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> </ul>
<ul style="list-style-type: none"> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Developing a professional network / career related contacts</li> </ul>
<ul style="list-style-type: none"> <li>• Creativity</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic planning / organizational continuous improvement</li> </ul>
<ul style="list-style-type: none"> <li>• Employability skills (in addition to 4 C's)</li> </ul>	<ul style="list-style-type: none"> <li>• Presentational and meeting skills</li> </ul>
<ul style="list-style-type: none"> <li>• Résumé and cover letter writing</li> </ul>	<ul style="list-style-type: none"> <li>• Ethical conduct</li> </ul>
<ul style="list-style-type: none"> <li>• Interviewing</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational culture / workplace diversity</li> </ul>
<ul style="list-style-type: none"> <li>• LinkedIn profile and/or other social media</li> </ul>	<ul style="list-style-type: none"> <li>• Work-life balance</li> </ul>
<ul style="list-style-type: none"> <li>• Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship <ul style="list-style-type: none"> <li>○ <a href="#">Kauffman Founders School</a></li> </ul> </li> </ul>

## SEMINARS:

<p><b>Unit: Professionalism</b></p>
<ul style="list-style-type: none"> <li>I. Professional Image <ul style="list-style-type: none"> <li>A. Social and Business Etiquette</li> <li>B. Attitude and Dispositions</li> <li>C. Personal Appearance</li> <li>D. Morale/Motivation</li> </ul> </li> <li>II. Continuous Improvement / Life-long Learning / Growth Mindset - Communicating to Personally and Professionally Learn and Grow</li> <li>III. Confidentiality</li> </ul>
<p><b>Standards</b></p> <p><b>Career Clusters - Essential Knowledge and Skill Statements</b></p> <p><b>WI Employability Skills &amp; Criteria: Alignment of Competencies to the Partnership for 21st Century Skills 4 "C"s</b></p> <p><b>Essential Topic ESS01. Academic Foundations:</b> Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</p> <p><b>Essential Topic ESS07. Leadership and Teamwork:</b></p>

Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.

**Essential Topic ESS08. Ethics and Legal Responsibilities:**

Know and understand the importance of business ethics and legal responsibilities.

**Essential Topic ESS09. Employability and Career Development:**

Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.

[Wisconsin Common Career Technical Standards \(WCCTS\)](#)

**Learning Targets**

I can...

- Evaluate traits, attitudes, and other expectations necessary to project and model a professional image in the workplace.
- Communicate information related to job performance and identify new learning experiences and opportunities for improvement.
- Assess performance through a collaborative evaluation process and goal set accordingly.
- Value and find support via a coaching relationship.
- Be receptive to and value constructive feedback.
- Establish and monitor goals (e.g., SMART) and next actionable steps in order to continue learning and grow professionally.
- Utilize industry standard technology, tools, and resources to successfully complete key tasks/projects.
- Adhere to rules/policies tied to workplace confidentiality.
- Develop and continue to refine/enhance professional/employability skills [e.g., the 4 “C” Skills: creativity, communication (written, oral, presentational, non-verbal, etc.), critical thinking, and collaboration].

**Unit: Communication**

- I. Face-to-Face
- II. Telephone and Voice Messages
- III. Email and Other Written Correspondence
- IV. Social Media

**Standards**

**Career Clusters - Essential Knowledge and Skill Statements**

**WI Employability Skills & Criteria: Alignment of Competencies to the Partnership for 21st Century Skills 4 “C”s**

**Essential Topic ESS01. Academic Foundations:**

Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.

**Essential Topic ESS02. Communication:**

Use oral and written communication skills in creating, expressing, and interpreting information and ideas including technical terminology and information

**Essential Topic ESS04. Information Technology Applications:**

Use information technology tools specific to the career cluster to access, manage, integrate, and create information.

**Essential Topic ESS08. Ethics and Legal Responsibilities:**

Know and understand the importance of business ethics and legal responsibilities.

**Essential Topic ESS09. Employability and Career Development:**

Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.

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**Learning Targets**

I can...

- Communicate effectively as a listener, speaker, and writer in business and social settings.
- Demonstrate personal responsibility and professionalism by communicating appropriately with the mentor/advisor and appropriate school personnel.
- Create and deliver an effective presentation.
- Analyze and articulate the need for additional supports and directions/instructions in order to better assist customers, stakeholders, and the organization.
- Accurately self-reflect and evaluate personal learning and growth in the skill area of communication.

**Unit: Laws and Regulations**

- I. OSHA
- II. Child Labor
- III. Unemployment and Worker's Compensation
- IV. Unwritten Workplace Rules and Norms
- V. Discipline
- VI. Safety

**Standards**

**Career Clusters - Essential Knowledge and Skill Statements**

**WI Employability Skills & Criteria: Alignment of Competencies to the Partnership for 21st Century**

## Skills 4 “C”s

### Essential Topic ESS01. Academic Foundations:

Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.

### Essential Topic ESS05. Systems:

Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.

### Essential Topic ESS06. Safety, Health, and Environmental:

Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.

### Essential Topic ESS08. Ethics and Legal Responsibilities:

Know and understand the importance of business ethics and legal responsibilities.

[Wisconsin Common Career Technical Standards \(WCCTS\)](#)

## Learning Targets

I can/am...

- Understand why various Federal and State laws and regulations have been implemented.
- Conduct myself in a sensible and safe manner by adhering to workplace safety rules/policies.
- Aware of and can analyze the impact of unwritten rules and norms in the workplace.
- Explain different forms of workplace misconduct and discipline.
- Recognize the importance of and/or find value in employee induction/orientation.

## Unit: Human Relations

- I. Diversity
- II. Ethics
- III. Harassment
- IV. Office Politics
- V. Work-Life Balance / Stress Management
- VI. Emotional Intelligence

## Standards

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**Essential Topic ESS03. Problem-Solving and Critical Thinking:**

Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.

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**Essential Topic ESS08. Ethics and Legal Responsibilities:**

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**Learning Targets**

I can...

- Demonstrate effective human relation skills show respect for and uphold the dignity and self-worth of others.
- Recognize and apply/adhere to guidelines that demonstrate sound business ethics / ethical behavior.
- Analyze foundational human needs as well as attributes of healthy/unhealthy working relationships.
- See viable means/ways to navigate office politics.
- Understand behaviors and communications that incite conflict and apply conflict management / resolution skills to authentic work-based problems and situations.
- Make critical professional contacts and begin building a professional network of references / mentors.
- Grow as a connector and influencer by understanding essential characteristics/qualities of a high-functioning/performing team and through effective collaboration.
- Explain essential qualities of emotional intelligence.
- Add to my repertoire of effective strategies (e.g., mindfulness) to personally manage stress.

**Unit: Leadership****I. Traits**



- II. Styles
- III. Management vs. Leadership
- IV. Meeting Skills
- V. Time Management
- VI. Teamwork

## Standards

### Career Clusters - Essential Knowledge and Skill Statements

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[Wisconsin Common Career Technical Standards \(WCCTS\)](#)

## Learning Targets:

I can...

- Demonstrate effective leadership skills.
- Compare/contrast leadership vs. management.
- Evaluate personal leadership strengths and styles.
- Collaborate effectively to solve a worthwhile problem as a valued team member.
- Utilize and grow interpersonal skills by engaging in and solving real world issues/problems.
- Assess and determine characteristics of an effective meeting.

- Improve my time management skills.
- Articulate the value of a team and when to leverage shared-decision making.

## **Unit: Entrepreneurship**

- I. Spirit / Mindset
- II. Types
- III. Success and Failing Forward
- IV. Imagination to Innovation
- V. Market Viability of Problems and Solutions

## **Standards**

### **Career Clusters - Essential Knowledge and Skill Statements**

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#### **Essential Topic ESS10. Technical Skills:**

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## Learning Targets

I have a better understanding of...

- How to recognize a business opportunity that fits the individual.
- The importance of finding an attractive market.
- How to launch an individual's entrepreneurial career via - -
  - Developing an appropriate business plan and model.
  - Articulating an effective elevator pitch to gain support for the venture.
- The mindset and elements of entrepreneurship and the entrepreneurial (business idea-generation) process.
- The role of entrepreneurship in economic growth.
- How to acquire necessary resources to support a new venture creation process.
- A business's intricacies and how the parts fit together in order to ensure high quality customer-service / customer satisfaction.

Resources:

- [Kauffman Founders School](#)