

# Career Development Courses

## CAREER ACADEMY

Course # 2215100

**Grade:** 10      **Credits:** .5      **Prerequisites:** None

**Comments:** College Credit Available

### **Course Description:**

Career Academy is a required course recommended during your sophomore year. Career Academy provides you an opportunity to discover your present interests, values, aptitudes, skills, and personality type. This individual self-knowledge is applied through research of possible careers you might choose to consider. Based on your career research, you will be able to experience a community job shadow. Additionally, personal career development opportunities include a mock interview with a community member, exploration of the qualities and characteristics of an ideal employee, practice of all three career related learning standards, and the creation of a resume, cover letter, and individualized student portfolio. In addition, this class will enable you to meet one of your Career Related Learning Experiences required to graduate. The components you complete in this course will fulfill your 0.5 Career Development credit required for graduation

**Comment:** Due to a student's scheduling needs and four year plan requirements, there is flexibility to take this course as a 2<sup>nd</sup> semester freshman, as a 1<sup>st</sup> semester junior, or online during summer school. Students participating in AVID 10 will not need to take Career Academy as they will earn .5 career credit by completing that course.

## INTERNSHIPS

**Grade:** 11, 12      **Credits:** .5      **Prerequisites:** Varies depending on internship type, student must provide own transportation

### **Course Description:**

Internships are unpaid, 65+ hour-long experiences placing Junior and Senior students in real-world work situations learning from a business or industry professional. Students can get academic credit for doing an internship. Students may do an internship during the school day, after school or on weekends if the business hours permit. Internships have specific educational goals and can help students meet pre-program requirements for some programs of study in Oregon's Public Community Colleges and Universities. Internships can also be a major factor in students being chosen for scholarships. Internships build work-ready "professional/soft skills" as well as give students social capital and industry contacts for resume building. Have a discussion with Career Counselor about career interest. Below is the process:

- Talk about specific internship interested in
- Discuss days/times/transportation plans
- Take home paperwork to get signed and completed
- Return paperwork
- Attend scheduled interview (bring resume and paperwork)
- If a successful interview, get paperwork signed by Site Supervisor that interviews you
- Return paperwork to Career Center

All internships will be placed on the student's schedule for the period(s) that allow the student to participate in the internship.