



Employment Internship

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General Course Information

Course Name: Employment Internship	
Department: Business and Marketing	Grade Level(s): 11-12
Duration/Credits: 1 sem - 1 yr/.05 - 2.0 credit	Prerequisites: Application Process plus Concurrent Enrollment in Business (course code) or Marketing Course (course code)
BOE Approval Date:	Course Code: Business - H5345 Marketing - H5350
Course Description:	
<p>Students earn credit for a paid or unpaid employment internship which may occur during school hours. Students will apply in class course work on the job and learn professional workplace soft skills to become a successful employee. To earn credit for this internship, the student works a required minimum number of hours during the school year and completes written assignments related to their employment internship experience in business or marketing. Students must be concurrently enrolled in a qualifying business or marketing course. Students enrolled in Employment Internship are eligible to join student business organizations (DECA & FBLA).</p>	
Course Rationale:	
<p>Students are employed in the field of business or marketing where they gain knowledge and skills beyond what is learned in the classroom. Professional development and obtaining specialized work experience are primary goals.</p>	
Course Objectives:	
<p>The student will research and prepare for future employment opportunities or to continue education toward a career objective. (A+ Research)</p> <p>The student will develop soft skills necessary for successful employment.</p> <p>The student will research and write Instructional Management Plans (IMP) to demonstrate mastery of course goals. (A+ Writing)</p> <p>The student will maintain an approved paid or unpaid employment internship</p>	

throughout the course.

The student will communicate effectively with other workers and accept supervision and feedback. (A+ Speaking and Listening, A+ Reading)

Standards Alignment:

List standard set(s) to which course has been aligned

Power Standards

List Standards -

Unit I: Policy, Procedures and Responsibilities	Duration: 6 weeks
Unit Description:	
Unit Standards	Key Learning Targets
<p>Understands the processes and systems implemented to monitor, plan, and control the day-to-day activities required for continued business functioning</p> <p>Understand laws and regulations that apply to employment.</p>	<p>I can . . .</p> <ul style="list-style-type: none"> Analyze company resources to ascertain policies and procedures Research employment laws and regulations and apply them to the workplace
Essential Questions	Enduring Understandings
<p>What are my rights and responsibilities as an employee?</p> <p>What are my rights and responsibilities as an employer?</p>	<p>There are laws, policies and procedures that affect employees and employers.</p>
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: OSHA, EEOC, Sexual Harassment, Legal Responsibility	
Additional Information:	

Unit II: Professional Development	Duration: 10 weeks - concurrently with Unit III & Unit IV
Unit Description:	
Unit Standards	Key Learning Targets
<p>Understands concepts, tools, and strategies used to explore, obtain, and develop in a business career</p> <p>Understands techniques, strategies, and systems used to foster self-understanding and enhance relationships with others</p> <p>ISTE Standard: 2. Digital Citizen- Students recognize the rights, responsibilities, and opportunities for living, learning and working in an interconnected digital world, and they act in ways that are safe, legal and ethical. B. engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.</p>	<p>I can . . .</p> <ul style="list-style-type: none"> • Handle and report emergency situations • Demonstrate how to follow established security procedures/policies. • Demonstrate how to comply with policies and procedures for use of property and equipment. • Explain the need for professional and ethical standards • Assess personal interests and skills needed for success in business • Utilize career-advancement activities to enhance professional development.
Essential Questions	Enduring Understandings
What is the difference between personal and professional growth?	Personal and professional growth is important to be successful in the workplace.
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: Procedures, ethical, professional development	
Additional Information:	

Unit III: Communication Skills	Duration: 10 weeks - concurrently with Unit II & Unit IV
Unit Description:	
Unit Standards	Key Learning Targets
<p>Understands the concepts, strategies, and systems used to obtain and convey ideas and information</p> <p>Understand the importance of effective communication skills in the workplace.</p>	<p>I can . . .</p> <ul style="list-style-type: none"> • Discuss actions employees can take to achieve the company's desired results • Utilize interpersonal skills to problem solve in the workplace
Essential Questions	Enduring Understandings
Why is communication important in the workplace?	Communication skills are essential for obtaining, maintaining and growing in the workplace.
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: Interpersonal skills, networking	
Additional Information:	

Unit IV: Human Resources Management	Duration: 10 weeks - concurrently with Unit II & Unit III
Unit Description:	
Unit Standards	Key Learning Targets
Understands the tools, techniques, and systems that businesses use to plan, staff, lead, and organize its human resources	I can . . . <ul style="list-style-type: none"> • Explain the process of new employee orientation • Discuss the nature of human resources management
Essential Questions	Enduring Understandings
How can I contribute to the success of my employer?	Job descriptions are important to a business's successful operation. Employees should look for opportunities within the workplace to contribute positively.
Resources:	
Previous knowledge and skills needed:	
Key Unit Vocabulary: employee benefits, employee relations, compensation, selection and staffing, and performance management and appraisal, organization chart	
Additional Information:	