

Orange County Schools

Work-Based Internship

Syllabus

Work-based learning is defined as an educational strategy that:

- Provides students with real-life work experiences where they can apply academic and technical skills and develop employability skills;
- Is an integral part of the Career and Technical Education system;
- Occurs in a work setting, typically at an employer's worksite;
- Is coordinated with school-based activities in an attempt to show students the "why" of what they are learning.
- Provides career awareness, career exploration opportunities, career planning activities, and help students reach competencies such as positive work attitudes and employability skills.

Course requirements:

- Complete OSHA 10-Hour General Industry training or career-specific training.
- **Minimum of 120 hours of work-based learning** hours.
- Complete [timesheets](https://tinyurl.com/CRHSTimesheet) (<https://tinyurl.com/CRHSTimesheet>) **daily** and have them signed **weekly** by your internship site supervisor. If your employer tracks your time using another system, you can use their system and submit documentation from your employer.
- Complete the Internship Journal **weekly**. **CRHS students will submit this electronically here:** tinyurl.com/CRHSJournal
- Project: Completion of a [presentation](https://tinyurl.com/CRHSPresentationTemplate) (<https://tinyurl.com/CRHSPresentationTemplate>) to include all of the elements outlined in the Internship Handbook, developed into an informative and entertaining presentation. The presentation will be given to an audience consisting of school-based personnel, community members, internship supervisor, and other members of the larger school community.
- Check email on a daily basis for updates from your employer and your Career Development Coordinator.
- Report to your work site each day unless you have previously arranged to be out or unless you are sick or have an emergency. Emergencies DO NOT include making up work for other classes or running personal errands. You must notify your Career Development Coordinator **and** worksite supervisors if you are going to be out.
- **Dress appropriately for your work setting.**

CTE Internship Grading Rubric

	Complete, Detailed, Minimal Errors, Presentation included at least 5 worksite pictures	Mostly Complete, Some Details, Some Errors, Presentation included at least 3 worksite pictures	Incomplete, Few Details, Many Errors, Presentation included at least 1 worksite picture	No Credit Earned	Points Earned
Completion of 120 Hours of Work-Based Learning	61	0	0	0	
Project: Presentation	20	16	8	0	
Weekly Internship Journal Submissions	10	8	4	0	
Weekly Timesheet Submissions	4	2	0	0	
Midpoint and Final Employer Evaluations	5	2	0	0	
Total Possible Points	100			Final Grade	

CTE Internship Honors Grading Rubric

	Complete, Detailed, Minimal Errors, On Time	Mostly Complete, Some Details, Some Errors, Late	Incomplete, Few Details, Many Errors, Late	No Credit Earned	Points Earned
Completion of 120 Hours of Work-Based Learning	61	0	0	0	
Project: Presentation	12	10	4	0	
Career Development Plan	2	1	0	0	
Resume	2	1	0	0	
Internship Agreement	1	0	0	0	
Weekly Internship Journal Submissions	5	3	1	0	
Weekly Timesheet Submissions	4	2	0	0	
Midpoint and Final Employer Evaluations	2	1	0	0	
Honors Assignment	11	0	0	0	
Total Possible Points	100			Final Grade	