



FCS Internship Seminar

Coon Rapids High School | 2025-2026

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Office: FCS Office (between 103 & 104)
1st hour & 5th hour for office hours
Email is the best way to contact Mrs. Flores

Course Overview:

This is a standards based Family & Consumer Sciences course designed for 12th grade students who are interested in learning about their future career and being employed in that career path. Your internship program includes on-the-job training at a part-time job, involvement in your school-to-work student organization, and the occupational seminar at school. It is intended that this seminar will be immediately useful to you in your part-time job and in planning your career future. My goal is to teach you the MN state standards in a way that is flexible, meaningful, and succinct.

Materials:

- Interactive Notebook/Work Hours Documentation
- Chromebook/computer
 - We will be using Google Classroom consistently
 - GC will be the very best way to find out what you missed when you were absent, what you need if you are missing something, and to complete classwork and assessments. Any handouts will be in the "Absent Work" bin by the date.
 - Login and password troubles are not an acceptable excuse for late work.

MN State WBL Frameworks:

Trimester 1	
Unit 1: Introduction/ Personal Strategies & Interests	CS2 1.0: Student will explore their career interests while focusing on career planning. • CS2 1.1 Develop a sense of self as it relates to career planning
Unit 2: Employability	CS2 2.0: Practice the skills needed to seek and successfully secure employment. • CS2 2.1 Identify sources for finding employment opportunities • CS2 2.2 Create or update relevant employment documents • CS2 2.3 Demonstrate effective interview skills for securing employment
Unit 3: Workplace Practices	CS2 4.0: Student will demonstrate the employability skills needed to maintain employment. • CS2 4.2 Identify workplace norms and professionalism standards for career of interest • CS2 4.3 Discuss and practice teamwork in a workplace setting
Trimester 2	
Unit 1: Future Career	CS2 1.0: Student will explore their career interests while focusing on career planning. • CS2 1.2 Research and identify career opportunities that align with personal interests and aptitudes.
Unit 2: Workplace Financial Literacy	CS2 6.0: Student will demonstrate financial literacy as it relates to the workplace. • CS2 6.1 Understand payroll and personal banking terminology • CS2 6.2 Summarize the requirements for local state, and federal taxes • CS2 6.3 Review insurance benefits and identify appropriate coverage

Unit 3: Workplace Regulations	CS2 3.0: Student will understand the importance of health, safety, and human resource regulations in the workplace. - CS2 3.1 Examine federal, state and local laws that apply to workplace safety - CS2 3.2 Examine federal, state and local employment laws and common human resource policies - CS2 3.3 Compare and contrast employer and employee rights
Trimester 3	
Unit 1: Career Portfolio	CS1 2.0: Student will identify and practice the skills needed to seek and successfully secure employment. CS1 2.2 Prepare relevant employment documents
JOB Section(s)	
WE 2.0: Students will complete a work experience in a career field of interest.	

Grading:

FCS/Health Internship		Internship OJT (JOB)	
Category:	Percentage	Category:	Percentage
Summative Assessments (Projects/Quizzes)	70%	Employment Reports & Reflections	50%
Formative Learning Opportunities/Activities	10%	Employer Evaluation	50%
Final	20%		

Grade Letter Percentages and Definitions

A	90-100	Exemplary
B	80-89	Proficient
C	70-79	Developing
D	60-69	Novice
F	59 and below	Insufficient

Grading modifications may be made for students with IEP or 504 plans.

Retake Policy, Late Work, Deadlines

- ★ Assignments and assessments can be revised and submitted again within 2 weeks of the deadline.
- ★ Late work will be accepted for 2 weeks only, with the exception of final, end-of-trimester deadlines.
- ★ While there are not academic penalties for late work, you will fall behind as you work to catch up with late and current work. Your work will also be graded after the timely submissions. A MI (Missing) will be entered as a placeholder until you either submit your missing/absent work or/and I'm able to grade it.
- ★ It is a privilege to leave class at 12:00pm daily. If you are falling behind academically, that privilege will be suspended until you are back on track.
- ★ Daily assignments, such as the Employability Report and Reflection, will be required to be completed at a minimum of a proficiency level before students may leave at 12:00pm on any given day.

Cell Phones/Personal Devices

- ★ Students will not have the option to use their phones during class time.
- ★ At the start of each class, all students will be asked to turn their cell phones to Airplane Mode and put them in the bin on their desk or inside their backpack.

- ★ Cell phones and personal technology devices will not be seen, used, or heard during class times (prohibited use includes students who may be out on a pass during class time). Phones may be used during passing time, lunch, and before and after school.
- ★ Refusal to follow the policy could result in the following consequences:
 - Loss of phone for the day (phone will be kept in the office)
 - After school detention
 - In-school suspension

Passes:

Be sure to follow expectations for passes and tardies. I expect you to create your pass in Synergy. Our class time is already shortened Synergy Passes should not be requested. **If you are tardy, passes are not permitted** except for emergency situations. Passes are based on teacher discretion and follow school expectations. No Fly times are enforced. Cell phones need to stay in the classroom IF you go on a pass during class.

Classroom Expectations:

It is simple::

If what you are doing interferes with learning, hurts someone's heart, or prevents you from being you BEST self you need to make a better choice.

Extra Help

If you need extra help because you don't understand, you are overwhelmed with your outside life, or for any other reason... please come talk to me, send me a quick email or send me a group me message! Additionally, have your parents send me emails with any questions or concerns.

I am so excited to have each and every one of you in class! FCS empowers individuals and families across the life span to manage the challenges of living and working in a diverse global society. Our unique focus is on families, work, and their interrelationships. It's an honor to teach you and have you in class. Let's make it a great year together! 😊

Projects	Activities	CTSO Leadership Events		
Trimester 1 Job Site Project Leadership: Conference & Competitive Events Fundraising		HOSA	FCCLA	Educators Rising
		Fall Leadership Conference	Region 4 Leadership Conference	Fall Kick Off Event
Trimester 2 Deep Dive into Career	E-Mentor and Mock Interviews	Mid Winter	Fall Conference	Shadow Day
Trimester 3 Career Portfolio	Community Service: Food Drive, YTY, Reading, Buddies Program	State & Nationals	Regional, State, & Nationals Conference	Spring Leadership Conference