

782 INTERNSHIP

COURSE DESCRIPTION

Students in grades 11 and 12 interested in any of the TVHS Career Pathways can gain experience in a particular career area such as a business, a non-profit organization, a K-8 educational setting, or some other workplace. This program will prepare our students for a career, help them examine their career interests, and explore avenues for continuing post-secondary education. Students are assigned to a workplace environment for 1 or more blocks each day to complete their internship for academic credit. Students assigned to off-campus internships must provide their own transportation.

Students who intend to enroll in this program must complete all paperwork by the end of the current school year. Students must secure an approved training station/mentor/employer by the first day of the new school year; otherwise, the student will be scheduled for a full academic schedule. Please choose alternate electives in case your internship assignment does not schedule.

ACADEMIC PLANNING

This course satisfies .5 elective credit required for graduation.

PREREQUISITE: NONE

FREQUENCY: QUARTER/DAILY

STANDARDS

- 13.1 Career Awareness and Preparation
- 13.2 Career Acquisition (Getting a Job)
- 13.3 Career Retention and Advancement
- 13.4 Entrepreneurship

UNITS

- Career Assessment
- Locate Internship Site
- Interviewing and Resume Writing
- Establish Goals with Mentor
- Assessment and Feedback
- Reflective Essay or Video
- Thank Mentor/Conclusion of Internship

OBJECTIVES

- Relate careers to individual interests, abilities, and aptitudes
- Analyze career options based on personal interests, abilities, aptitudes, achievements and goals
- Evaluate school-based opportunities for career awareness/preparation
- Justify selection of career and analyze the relationship between career choices and career preparation opportunities for continuing education
- Apply effective speaking and listening skills used in a job interview

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- Apply research skills in searching for a job
- Develop career acquisition documents
- Evaluate personal attitudes and work habits that support career retention and advancement
- Evaluate team member roles to describe and illustrate active listening techniques
- Evaluate conflict resolution skills as they relate to the workplace
- Evaluate time management strategies and their application to both personal and work situations

KEY RESOURCES

- My Next Move Career Interest Profiler
- Indeed
- MABA and other local community organizations
- Career Ready Berks
- Resume Templates (various resources)
- WeVideo or other platforms
- Sample Thank You Letters
- Sample Job Interview Questions
- Internship Coordinators and their databases
- Links for clearances

ASSESSMENTS & GRADING

Employer Grade Cards

ATTENDANCE POLICY

Twin Valley School District's attendance policy can be found in the [TVHS Student Handbook](#).

ELECTRONIC DEVICE POLICY

Twin Valley School District's Electronic Device Policy can be found in [School Board Policy 237](#). Additional information can be found in the [TVHS Student Handbook](#).

ACCOMMODATIONS STATEMENT

The Twin Valley School District has a longstanding commitment to the inclusion of students requiring specially-designed instruction within the general education environment to the extent appropriate for the individual child. Twin Valley School District implements a co-teaching model at levels in which general and special education teachers plan and provide instruction within a general education class so that instruction is differentiated to meet the educational needs of all students. These co-taught classes increase learning opportunities and success within the least restrictive environment.

ACADEMIC POLICIES & PROCEDURES

Twin Valley School District values academic integrity. The following information regarding cheating/plagiarism can be found in the [TVHS Student Handbook](#): "Students involved in cheating, plagiarism, and/or unauthorized copying of schoolwork or other educational material will receive no credit for the particular test or assignment, or other actions at the discretion of the teacher. More severe or involved offenses may result in disciplinary actions by the school administration." Additional High School Academic information can be found on their [Program of Studies Website](#).

